**Section 2900.70 Lodging**

a) It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who, due to a disability, may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible. The traveler shall require confirmation that "State rates" offered by hotels/motels are within the maximum allowed. If an exception is not granted by the Board, the employee shall absorb the excess cost. Employees shall be prepared to provide identification and proof of State employment to obtain State lodging rates.

b) Lodging allowances are specified *at the maximum rates established by the federal government for travel expenses, subsistence expenses, and mileage allowances under 5 U.S.C. Subchapter I and* 41 CFR 300 through 304. (Section 12-2(f) of the Act) The current rates can be found at https://www.gsa.gov/travel. State of Illinois travel regulations allow for payments in excess of applicable rates when approved by the Board. In all cases of requests for approval for payment of hotel rates that exceed the maximum rate permitted, a diligent effort must be made to obtain lodging in a hotel honoring the applicable rate. A reasonable number of hotels must be contacted. This is not required in the case of an individual who attends a conference and stays at or near the hotel where the conference is held, as provided in Section 2900.100(a). A report of all lodging exceptions granted by an Agency shall be submitted for approval at the quarterly meeting of the Board.

(Source: Amended at 48 Ill. Reg. 3427, effective February 23, 2024)