**Section 3000.210 Designation of Headquarters**

a) Section 12-3 of the State Finance Act, [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.

b) Agencies with no officers or employees in this status will file negative reports.

c) The Travel Control Boards shall prescribe procedures for headquarters designation for Agency Heads under their respective jurisdictions.

(Source: Amended at 20 Ill. Reg. 7372, effective May 13, 1996)