**Section 2800.410 Employee Owned or Controlled Housing**

State employees on travel status may stay in employee owned or controlled (rented, leased, etc.) property, including recreational vehicles, and shall be reimbursed, upon request, for the cost of lodging not to exceed 90% of the applicable lodging rate per day. The lodging reimbursement for the employee's mortgage, installment or rental payment shall not exceed the daily rate (employee's payment/number of days in the term payment) multiplied by the number of days the employee is on travel status. For purposes of this Section, any platform fees, taxes and cleaning fees associated with a short-term rental shall be included in the total cost of the reimbursement. Security deposits associated with leases and rentals are the responsibility of the State employee and are not reimbursable. Agencies shall report quarterly to the Board fiscal year to date expenses of employees receiving reimbursement under this provision. Prior to receiving reimbursement a statement giving the address of the property, mortgage, installment or rental payment and distance from the work site must be filed with the Board. This option is not available if other costs such as mileage would make this a more expensive alternative.

(Source: Amended at 48 Ill. Reg. 5259, effective March 19, 2024)