**Section 2900.100 Approved Conferences/Official Meetings**

a) When an employee attends a recognized conference in the conduct of official Agency business and obtains overnight accommodations at the hotel or motel where the conference is being held, or at a hotel or motel where conference officials arrange for accommodations, the individual may be reimbursed for room cost in an amount greater than the maximum room allowance provided by 41 CFR 300 through 304 if the room rate is the lowest available at that hotel or motel. Lodging allowances can be found at https://www.gsa.gov/travel. A copy of the conference agenda depicting the hotels must be attached to the travel voucher.

b) If the conference fee includes a meal, the meal or per diem allowance shall be reduced by the actual value of the meal or the amount of the applicable meal allowance shown in the reimbursement schedule, whichever is less.

c) An employee may be reimbursed from the Travel line 1290 for conference registration fees of $50 or less on Form C-10 (Travel Voucher). Conference registration fees billed directly to the State are to be paid from Contractual Services (line 1200). When conference fees include lodging and/or meals and no detailed breakdown is given, the entire amount is to be charged to Contractual Services.

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