**Section 2900.105 Exceptions to the Regulations**

a) Exceptions

The Board will review requests submitted by Agencies for travel reimbursement involving exceptions for travel and may approve exceptions to travel regulations when they are deemed to be in the best interest of the Agency. Requests for exceptions shall be submitted in writing and apply only to one instance or event. Approval is based upon a review of the circumstances in relation to economic factors and feasibility. The Board may consider exceptions either before or after payment has been made by the Agency.

b) Refund of Disbursements

Amounts disbursed for travel reimbursement claims that are disapproved by the Board shall be refunded to and deposited in the fund from which payment was made.

c) Agency Policies

The rates for reimbursements set forth in this Part represent the maximums permitted.  The Agency may establish policies allowing for lesser reimbursement in cases where the Agency and traveler agree a lower rate is reasonable and in the best interest of the Agency and the State of Illinois.

d) Report to Legislative Audit Commission

A report of travel reimbursement claims involving exceptions to travel regulations reviewed by the Board shall be submitted to the Legislative Audit Commission at least once each quarter.

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