

LEGISLATIVE TRAVEL CONTROL BOARD

Seasonal Reimbursement Schedule for Cook County and the District of Columbia

October 1, 2016 - September 30, 2017

Type of Reimbursement

Maximum Allowable Rate

Lodging

Chicago Metro:

County of Cook* (See 3000.400(b))

October 1 – November 30, 2016\$212.00
December 1, 2016 – March 30, 2017\$137.00
April 1 – June 30, 2017\$222.00
July 1 – August 31, 2017\$192.00
Sept. 1 – Sept. 30, 2017\$212.00

*** Note:** By law, the maximum reimbursement rate in Cook County is equal to the rate established by the federal government. This Federal rate varies according to the season. The Department of Central Management Services has negotiated a State rate of \$130 with many Cook County hotels.

- (1) If the **State** negotiated rate is **less than** the **Federal** government rate, travelers must contact at least three hotels in an attempt to obtain the State rate for Cook County lodging. If, after contacting at least three hotels, you are unable to obtain the State rate, then you may obtain lodging at the Federal rate without submitting an exception to the Legislative Travel Control Board.
- (2) If the **State** negotiated rate is **more than** the **Federal** rate, travelers must contact at least three hotels in an attempt to obtain the Federal rate for Cook Co. lodging. If, after contacting at least three hotels, you are unable to obtain the Federal rate, then you may obtain lodging at the lowest available rate.

Travelers must **always** submit an **exception** to the Legislative Travel Control Board if they obtain hotel lodging at a rate that is **more than** the **Federal** rate, since the Federal rate is the maximum rate specified by law.

District of Columbia (See 3000.400(b))

(includes the cities of Alexandria, Falls Church, and Fairfax; the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland)

Oct. 1 - Oct. 31, 2016\$231.00
Nov. 1, 2016 - Feb. 28, 2017\$182.00
March 1 - June 30, 2017\$242.00
July 1 - Aug. 31, 2017\$172.00
Sept. 1 - Sept. 30, 2017\$231.00