



**Governor's Travel Control Board
Travel Update
#24-03**

To: Agency Travel Coordinators
From: Raven A. DeVaughn, Chairman *RAD*
Date: January 1, 2024
Subject: Updated Preferred Hotel Listing

The Fiscal Year 2024 Travel Guide for State Employees has been updated as and is available January 1, 2024 at:
<https://www2.illinois.gov/cms/employees/travel/pages/default.aspx>.

The Travel Guide contains information about State employee travel. The Guide also contains the Fiscal Year 2024 and Fiscal Year 2025 Preferred Hotel Listing, a comprehensive guide to hotels that offers State employees quality accommodations at a discounted rate. The Preferred Hotel Listing is designed to assist travelers in locating hotels and identifying services to fit their specific needs. **Employees are required to contact preferred hotels first when seeking overnight accommodations.**

The rates listed in the Preferred Hotel Listing are valid for travel on or after January 1, 2024 and will remain in effect through June 30, 2025. Please note that rates may be based on availability and direct billing is not a requirement for a hotel to be listed as a Preferred Hotel.

The online Travel Guide contains the most up to date information available. For this reason, we will no longer provide a printable PDF version of the complete Travel Guide.

As the appointed Travel Coordinator for your agency, it is your responsibility to disseminate this information to all appropriate personnel within your agency. If you have questions, please contact the State Travel Coordinator by email at CMS.Travel@illinois.gov.
