



Travel Policies & Procedures

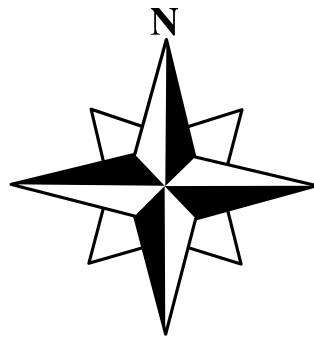


Table of Contents

Travel Components	1
Travel Definitions	1 - 2
Travel Authorization Required.....	2
Travel Advances.....	2 - 3
Supporting Documentation - Travel Authorizations	3
Required Approvals	3 - 4
Travel Authorization Revisions	4
Travel Authorization Cancellation.....	4
Insurance and Use of Personally Owned Vehicle	4 - 7
Constructive Cost of Use of Privately Owned Vehicle (AAUP Only)	8
Airfare and Rail Service	8 - 9
Car Rental and Other Transportation	9 - 10
Lodging.....	10
Meal Reimbursement and Incidental Expenses	10 - 14
Claiming Reportable Expenses	14 - 15
Allowable Reimbursement	15
Combined Business and Personal Time	15
Telephone Reimbursement and Business Services	15 - 16

Table of Contents

Parking Permits	16
Conference and Registration Fees	16
Supporting Documentation - Travel Reimbursement	16 - 17
Limitations of Reimbursement.....	17
Foreign Travel Reimbursement	18
Travel by Athletic Teams	18 - 20
Travel Expenses for Students Using University Funds.....	20

Exhibits

Exhibit A	Travel Authorization
Exhibit B	Travel Reimbursement Form
Exhibit C	Travel Advance Agreement
Exhibit D	Mapquest
Exhibit E	Allocation of Meal & Incidental Expenses
Exhibit F	Employee Payroll Reimbursement
Exhibit G	Policy Exception Request Form

The CSU Travel Policies pertain to all employees of the Connecticut State University System, including Student Workers, Cooperative Students working for CSU, Graduate Assistants, Graduate Interns, University Assistants and other individuals performing services on behalf of the system. An employee is defined as any person who is paid via regular payroll. These policies also apply to students traveling using Student Activity Funds. Certain exceptions to these guidelines may apply depending upon the applicable collective bargaining agreement.

TRAVEL COMPONENTS

Out-of-state or international travel is composed of three elements:

1. Approval via submission of a Travel Authorization (Form CSUFRS-30, Exhibit A).
2. The actual trip.
3. Reimbursement of actual expenses incurred via submission of a Travel Reimbursement form (Exhibit B) within 15 business days after completion of the trip if a travel advance is taken, or 30 calendar days after completion of the trip if an advance is not taken. Any forms submitted after the above timeframes will be returned without reimbursement, encumbered funds will be released, and the conditions of the travel advance agreement will be invoked.

In-state travel is composed of:

1. Mileage only or any non-mileage expense \$25.00 or less per trip with prior approval of Department Chair or Director. Submission of a Travel Authorization is not required. A current certificate of insurance must be on file in the Travel Office and minimum liabilities met (refer to section "Insurance and Use of Personally Owned Vehicle" on page 4 for detailed information). Reimbursement is made via submission of a Travel Reimbursement form within 30 calendar days after the end of the month. Any forms submitted after this date will be returned without reimbursement.
2. Travel involving any non-mileage expense greater than \$25.00 per trip, submission of a Travel Authorization (Form CSUFRS-30) for approval is required and reimbursement is made via submission of a Travel Reimbursement form within 15 business days after completion of the trip if a cash advance is taken, or 30 calendar days after completion of the trip if an advance is not taken. Any forms submitted after this date will be returned without reimbursement and encumbered funds will be released.

NOTE: Expenses that are incurred before travel is approved are the responsibility of the traveler should the travel be disallowed.

TRAVEL DEFINITIONS

"In-state Travel" means travel within the state of Connecticut.

"Out-of-state Travel" means travel outside of the state of Connecticut.

"Non-Foreign Travel" means travel to and within the following areas: the 48 contiguous states making up the United States of America; Washington, DC; Alaska; Hawaii; Puerto Rico; the Northern Mariana Islands; United States territories and possessions; Canada; Mexico; the Caribbean; and Bermuda.

"Foreign Travel" means travel to and within any areas not designated as "Non-Foreign".

“Official Duty Station” means the building or other fixed location at which an employee reports for duty. This location may be a state-owned or leased facility or designated property approved by the Chancellor or President.

“Reimbursable Expenses” mean those expenses essential to transacting official business, including travel, meals, lodging, taxes, and business costs.

“Travel,” means all necessary official transportation via rail, airline, bus, taxi, or car.

TRAVEL AUTHORIZATION REQUIRED

An approved Travel Authorization (Form CSUFRS-30) should be submitted to the Travel Office at least two (2) weeks **prior to travel**. If the Travel Authorization is submitted less than two (2) weeks prior to travel when using the current State Travel Agent, the employee may be required to pick up their airline tickets themselves if electronic ticketing is not used.

An approved Travel Authorization is required for all out-of-state travel and in-state travel involving any non-mileage expense greater than \$25.00 per trip. A travel authorization for out-of-state travel at “no cost to the University” is required to be on file in the Travel Office, and the appropriate auto insurance must be on file in the Travel Office if using a personally owned vehicle (see page 4).

Failure to submit an approved Travel Authorization at least two (2) weeks prior to travel will mean that the travel office may be unable to render advances or prepayments as requested.

Travel authorizations received in the Travel Office after the travel has begun are not acceptable. In the case of extenuating circumstances, the reasons for the late submission must be documented on the Policy Exception Request form (Exhibit G) and approved by the traveler’s supervisor, and will be taken into consideration by the Travel Office, which will consult with the Vice President of Finance & Administration or Chief Financial Officer or designee on a case-by-case basis.

For in-state travel which is mileage only, or non-mileage in-state travel in an amount of \$25.00 per trip or less, the submission of a Travel Reimbursement form approved by department head, along with a filed insurance document (if travel is by privately owned automobile) is sufficient proof that the individual is on State Business and prior written authorization is unnecessary.

It is the responsibility of the traveler to ensure that appropriate coverage arrangements have been made where needed (i.e. for classroom coverage, etc.).

TRAVEL ADVANCES

It is possible to request an advance for expenses if funds are available. Requests for a travel advance must be indicated on the Travel Authorization along with the amount requested and **must** be received in the Travel Office at least **two (2) weeks prior to departure**. Advances are restricted to 80% of the total approved for reimbursement on the Travel Authorization exclusive of airfare or rail purchased through the current State Travel Agent or prepayment of registration fees, and must be in excess of \$100.00. Exceptions may be made for students and must be documented on the Policy Exception Request form (Exhibit G) and approved by the traveler’s supervisor, and will be taken into consideration by the Travel Office, which will consult with the

Vice President of Finance & Administration or Chief Financial Officer or designee on a case-by-case basis.

The travel advance will be issued approximately three business days prior to departure either by ACH (direct deposit) or check.

A Travel Advance Agreement (Exhibit C) must be signed by the requesting employee upon receipt of these funds. Please read the agreement form carefully before signing it. The agreement states that the requesting employee will submit a completed Travel Reimbursement form with the required documentation to the Travel Office **within fifteen (15) business days after completion of the trip**. If the advance was greater than the total expenditure, the requesting employee will return the excess to the Travel Office with the completed Travel Reimbursement form. The check should be made payable to your university (“Central Connecticut State University”, “Eastern Connecticut State University”, “Western Connecticut State University”, “Southern Connecticut State University”; or, for the System Office, “Connecticut State University”). Receipt of a travel advance does not exempt the traveler from filing a Travel Reimbursement form. Advances will not be given when an employee has an outstanding advance, which has been due for more than 30 days. The request will be held until such time as the outstanding balance has been paid or a reimbursement request has been filed with the Travel Office. Also, the Internal Revenue Service requires that advances that remain outstanding for more than 120 days be added to an employee’s taxable compensation.

SUPPORTING DOCUMENTATION - TRAVEL AUTHORIZATIONS

Copies of all relevant documentation must be attached to the Travel Authorization form as substantiating information to the travel expenses requested. This includes copies of the conference bulletin or announcement showing the name, location and inclusive dates of the conference, registration fee, and conference hotel fee schedule (if applicable).

REQUIRED APPROVALS

Required approvals for Travel Authorizations, and the responsibilities carried by the signatories and approvers, are as follows:

1. **Employee’s signature.** By signing the Travel Authorization form, the employee is certifying that the travel is necessary to the business of the University; the estimated expenditures are reasonable, proper, and in compliance with travel policies; and no personal expenditures are included. The employee is also recognizing that the actual reimbursement paid may be less than the estimate shown on the Travel Authorization depending on the actual expenditures as verified by supporting documentation, or on the amount of funding approved.
2. **Supervisor’s signature.** By signing the Travel Authorization form, the supervisor is certifying that he/she is aware of the employee’s travel and that the travel is necessary to the business of the University, the estimated expenditures listed are reasonable and necessary, and that arrangements have been made to cover position requirements in the employee’s absence.
3. **Fund (Cost Center) Manager’s signature.** By signing the Travel Authorization form, the

fund/cost center manager is certifying that funds are available in the amount of the Travel Authorization. The fund/cost center manager has the authority and option of declining all or a portion of the submitted trip.

4. **Travel Office authorization.** It is the travel office's responsibility to verify that all proper supporting documents are attached to the Travel Authorization, and that all figures and requests are in compliance with travel policies. The travel office has the authority to decline all or a portion of the submitted trip based on non-compliance with published travel procedures.

TRAVEL AUTHORIZATION REVISIONS

Revisions of Travel Authorization forms are not necessary for inconsequential additions or deletions (less than 10% of the original approved Travel Authorization). Within this limit, no duplicate approval of the traveler's expense reimbursement will be required. Revisions are required if the total qualifying cost of the actual trip exceeds 10% of the approved Travel Authorization, subject to fund limitations.

All original signatures must be secured on the revised Travel Authorization.

The originally approved Travel Authorization number must be indicated on the revision. A revised Travel Authorization must be submitted with the exact amount of reimbursement expected along with the completed Travel Reimbursement form and its supporting documentation. The Travel Authorization will not be processed in the event that funds are not available.

TRAVEL AUTHORIZATION CANCELLATION

Cancellation of an approved Travel Authorization must be made in writing or by electronic mail to the Travel Office. This must be done to release encumbered travel moneys. Any non-cancelable costs of the trip will be the personal responsibility of the traveler unless the reason for cancellation is approved by the traveler's supervisor.

It is the traveler's responsibility to ensure that airline or rail tickets are canceled with the current State Travel Agent or travel agent used. Any unused tickets or portions thereof which were purchased through the current State Travel Agent, shall be returned immediately to the Travel Office for possible credit or reuse.

INSURANCE AND USE OF PERSONALLY-OWNED VEHICLE

Insurance

Employees authorized to travel on State business using their personal vehicles must submit to the Travel Office, *prior to travel*, a copy of the Declaration Page of the insurance policy which covers the vehicle(s) to be used. The Declaration Page must show the policy limits, the names of the insureds, and the effective dates of coverage, and must meet the minimum liability of insurance required by the State of Connecticut's regulations governing the use of personally owned vehicles used for State business as published by DAS Fleet Operations (General Letter 115). Those minimums currently are:

Bodily Injury Liability: \$50,000 each person/\$100,000 each occurrence; and
Property Damage: \$5,000.

Alternatively, in lieu of the above, a combined \$105,000 minimum for bodily injury and property damage is acceptable.

Mileage reimbursements will not be processed without a copy of the Declaration Page of the appropriate insurance policy (that which covers the date(s) of travel) being on file with the Travel Office to establish that minimum liabilities have been satisfied. An insurance card is unacceptable proof of minimum liabilities since the limits of coverage are not shown on the card.

Rate of Reimbursement

The rate of reimbursement for personal mileage includes reimbursement for all costs of operation, including, but not limited to, gas, oil, and wear and tear. Parking fees and tolls necessarily paid by the employee may be reimbursed separately. Charges for road service, repairs, towage and other similar expenses are not reimbursable.

In cases where air, bus or rail travel is utilized, personal mileage to and from the airport, depot or station will be reimbursed (provided that a copy of the Declaration Page of the employee's insurance policy is on file with the Travel Office and minimum insurance coverage requirements have been satisfied).

Mileage reimbursement cannot exceed lowest available airfare to the same destination. Any comparisons to airfares, for any purpose, will be based upon assumed flight origin at Bradley International Airport. Additional meals and other travel expenses due to the use of an automobile in lieu of public transportation are allowed up to the cost of airfare to the same destination; but will not be allowed if their inclusion would raise the cost of the automobile trip above the airfare to the same destination.

Additional reimbursements may be made in accordance with applicable collective bargaining agreements.

Determination of Mileage

For all travel except that between the CSU universities and the System Office, mileage from point-to-point will be determined through the use of "Mapquest" (<http://www.mapquest.com>). Mapquest provides a route map, point-to-point directions, and the total mileage for the trip. (See Exhibit D for an illustration of the web site, indicating appropriate inputs.) To use this resource, simply call up this web site and click on the "Directions" tab. Type in the "Starting Address" and the "Ending Address" of your trip. Click on the "Get Directions" button to display the directions. (Be careful not to select the "Avoid Highways" option.) A copy of the directions must be submitted with your travel reimbursement request, except for travel between the CSU universities and the System Office. Reimbursements will not be processed without this documentation.

For travel between the CSU universities and the System Office, the following mileage chart should be utilized:

To:	System Office	CCSU	ECSU	SCSU	WCSU – Midtown	WCSU – Westside
From:						
System Office	0	10	29	39	56	60
CCSU	10	0	37	35	48	52
ECSU	29	37	0	62	86	90
SCSU	39	35	62	0	34	38
WCSU – Midtown	56	48	86	34	0	4
WCSU – Westside	60	52	90	38	4	0

When submitting reimbursement requests which include travel to more than one location within a single town or city, each location within the town or city to which the employee traveled must be identified and the mileage between the various locations must be disclosed.

There is always a chance that direct travel to or from a destination may not be possible (for example, in the case of an accident, extensive road construction, or mandated detour). In order to be reimbursed for additional miles traveled in such a situation, the employee must keep a log indicating the actual mileage traveled by recording the beginning and ending odometer readings for the trip. (Because a detour usually cannot be anticipated, you may wish to record your beginning odometer readings for each employment-related trip you make, in case making a detour does, in fact, become necessary.) The odometer readings must be noted on a Policy Exception Request form (see Exhibit H) along with a written explanation as to why direct travel was not possible, and the signed Policy Exception form submitted with the employee's Travel Reimbursement Form. If the Policy Exception form is absent or the documentation and/or explanation inadequate, the employee will be reimbursed using direct mileage from Mapquest or the chart above, whichever is applicable.

Transportation of any kind between an employee's home and official duty station is not reimbursable. If the use of a personally-owned motor vehicle by an employee is authorized to be used for official state business on the employee's regularly-scheduled work day, and the employee leaves from and returns to his/her home rather than his/her duty station, the employee shall be reimbursed at an established mileage rate for travel on official state business less his/her commute from home to his/her official duty station as per Mapquest, unless another method of

calculating mileage has been provided under the applicable collective bargaining agreement. The following examples illustrate the manner in which such travel will be reimbursed:

EXAMPLE I: An employee lives in West Hartford, and his/her official duty station is in Hartford. The employee must travel to New Britain, and leaves from and returns to his/her home rather than his/her duty station. The distance from West Hartford to Hartford is 5 miles (round trip 10 miles), and the distance from West Hartford to New Britain is 8 miles (round trip 16 miles). The employee would be reimbursed for 6 miles, as follows:

Round trip from West Hartford to New Britain – 16 miles;

LESS: 10 miles (round trip from West Hartford to Hartford – normal commute to and from duty station);

REIMBURSEMENT: 6 miles.

EXAMPLE II: An employee lives in West Hartford, and his/her official duty station is in Hartford. The employee must travel to Newington, and leaves from and returns to his/her home rather than his/her duty station. The distance from West Hartford to Hartford is 5 miles (round trip 10 miles), and the distance from West Hartford to Newington is 5 miles (round trip 10 miles). The employee would receive no reimbursement, as follows:

Round trip from West Hartford to Newington – 10 miles;

LESS: 10 miles (round trip from West Hartford to Hartford – normal commute to and from duty station);

REIMBURSEMENT: 0 miles.

EXAMPLE III: An employee lives in West Hartford, and his/her official duty station is in New Haven. The employee must travel to New Britain, and leaves from and returns to his/her home rather than his/her duty station. The distance from West Hartford to New Haven is 42 miles (round trip 84 miles), and the distance from West Hartford to New Britain is 12 miles (round trip 24 miles). The employee would receive no reimbursement, as follows:

Round trip from West Hartford to New Britain – 24 miles;

LESS: 84 miles (Round trip from West Hartford to New Haven – normal commute to and from duty station);

REIMBURSEMENT: 0 miles.

If the employee is traveling on State business on a normal day off, such as a weekend or a holiday, the travel expense reimbursement will be calculated from and to the employee's home or point of origin for the trip.

CONSTRUCTIVE COST OF USE OF PRIVATELY OWNED VEHICLE (AAUP ONLY)

For AAUP members, if an employee uses his/her personal vehicle for travel on university business, he/she will be reimbursed for such use at the standard GSA rate. Constructive cost of use of a privately owned vehicle shall not exceed cost of conveyance by most appropriate common carrier, except as approved by the president. It is the responsibility of the traveler to provide comparative fare for most appropriate common carrier.

AIRFARE AND RAIL SERVICE

In general, all airline and rail service should be booked through the current State Travel Agent except for AAUP members, SUOAF-AFSCME members, Confidential Unclassified and Management Exempt employees, who may make their own reservations. However, an exception will be made if lower-cost airfare can be obtained elsewhere. Travelers are encouraged to negotiate with the State Travel Agent to match lower-cost airfare found elsewhere. Bids for group travel should be solicited through the Purchasing Office. Prior to booking airfare through the current State Travel Agent, call the University's Travel Office to obtain a travel authorization number. Reservations will not be made without this number. You will also be required to give your name, agency name and number, employee number, home and work telephone number to the Agent. Be sure to type your assigned Travel Authorization number on the CSUFRS-30 form (upper right hand corner). Prior to reserving any new airline tickets, all unused unexpired airline tickets previously purchased by the University must be used whenever possible.

Sufficient lead-time of two (2) weeks is necessary to secure tickets purchased through the current State Travel Agent. Use of electronic ticketing is required whenever possible. If an airline does not offer electronic ticketing, tickets will be delivered to the Travel Office and the traveler will be notified to arrange for pickup, with the exception of the System Office, where the traveler will have the option of picking up their own tickets or having the tickets mailed to them.

Reimbursement for all air travel will be at the lowest available rate. Any difference in cost for class upgrade will be at the expense of the traveler, except where first class or business class travel is approved, as described below.

The use of first class and business class is discouraged; however, in the case of an exception, the following must be adhered to:

- Business class rather than first class must be used whenever available.
- First class is only to be used when business class is not available.
- Use of business class or first class requires the University President's (or Chancellor's, in the case of the System Office) original signature and written justification for the exception, submitted on the Policy Exception Request form (Exhibit G).
- Total flight time (from point of departure to destination - actual time in the air) must be a total of six (6) hours or more.
- A copy of the flight itinerary must be attached to the Travel Authorization in order to verify flight time. In addition, a Policy Exception Request form for the use of first class

or business class bearing the President's original signature is required to be attached to the Travel Authorization.

A traveler may be reimbursed for the actual and necessary expense incurred for changing flight plans, subject to the approval of the fund manager. It is the responsibility of the traveler to substantiate that the charges were necessary and proper, and to obtain the appropriate approvals. Any additional charge for changing flight plans due to personal reasons or for the convenience of the traveler may be borne by the traveler.

Any service fees or processing fees charged to the traveler in conjunction with the purchase of airfare will be reimbursed to the traveler by the university.

Standard coach accommodations will be provided for rail journeys less than six hours duration. First class fare will not be allowed unless the continuous rail journey is more than six hours in duration.

Rail travel amount indicated on the Travel Authorization should include the cost of overnight roomette accommodations, when applicable. Do not use the lodging block for this cost. Indicate by inserting the word "Roomette" next to "Rail".

CAR RENTAL AND OTHER TRANSPORTATION

In general, all rental vehicles should be booked through the current State Travel Agent. The request must be justified in writing and will be considered if public transportation is unavailable or if automobile rental results in a cost savings, which must be documented by the traveler and included as part of the justification.

Request for automobile rental must be made on a separate sheet attached to the Travel Authorization form.

All employees authorized to rent an automobile must submit the Declaration Page of their current automobile insurance policy to the Travel Office prior to travel. The document must show the policy limits and must meet the same minimum liability of insurance required by the State of Connecticut's regulations governing the use of personally owned vehicles used for State business as published by DAS Fleet Operations (General Letter 115). Those minimums are:

Bodily Injury Liability: \$50,000 each person/\$100,000 each occurrence and \$5,000 in property damage, or in lieu of above, \$105,000 minimum for bodily injury and property damage.

Automobile rental will not be allowed or reimbursed without the current insurance policy on file to support that minimum liabilities have been met. An insurance card is unacceptable proof of minimum liabilities since the limits of coverage are not shown on the card.

Collision and personal accident insurance offered by the rental company must be purchased by the employee. The cost for this will be reimbursed as a regular travel expense.

Reasonable use of taxis, airport limousines and similar transport to and from the airport or common carrier terminal and the conference site will be reimbursed at cost if included on the Travel Authorization. The lowest cost option should be chosen. Receipts are required if the cost exceeds \$25.00.

Cost of taxis to and from places of lodging to take meals, is part of the incidental expenses component of the meal per diem and is not reimbursable (see page 13).

LODGING

A University traveler is normally not entitled to lodging when travel distance is less than fifty miles one way. Exceptions to this policy will be at the discretion of the appropriate senior manager (Vice President/Chief or above) after reviewing and approving the justification provided by the traveler. (Use Policy Exception Request Exhibit G). If the justification is not sufficient, the appropriate senior manager will secure any required additional information and add it to the request.

Lodging costs may be reimbursed at the single room rate up to the actual amount incurred by the traveler. The traveler should make every effort to obtain the lowest-cost lodging possible. In general, all lodging should be booked through the current State Travel Agent. In the case of a conference, each university may choose to permit the employee to stay at the conference hotel instead of seeking the lowest rate available.

All claims for lodging, with or without meals, must be supported by:

- An original receipt or
- A receipt faxed directly to the Travel Office by the hotel (fax # (xxx) xxx-xxxx)

All receipts must be itemized to show the date and amount expended, a zero balance, and the traveler's name. If a zero balance is not shown, the credit card receipt along with the original lodging receipt will be acceptable proof of payment. In the case of athletic team travel, it is required that a list of names for those who occupy the rooms be attached to the receipt(s), if they are not shown on the receipt(s) itself.

Under no circumstances will lodging be paid for a guest or spouse unless they are also traveling on approved University business.

Lodging is paid as a reimbursement and is, therefore, not considered reportable wages. (This pertains also to transportation, registration fees, parking charges, mileage, tolls and telephone charges.)

If an employee stays with friends or relatives while on official state business, no cost for lodging is allowed, whether or not any payment of lodging is made to the friend or relative.

MEAL REIMBURSEMENT AND INCIDENTAL EXPENSES

Reimbursement for meals and incidentals will be based on current GSA rate broken down as specified in the Federal Travel Regulations, Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance as per Exhibit E; appendix A for continental United States travel and Exhibit E appendix B for all other travel; or appropriate collective bargaining agreement.

In-state meal allowances are not authorized within the limits of any employee's official duty station. In-state meal reimbursement is not authorized for travel within the CSU System (excluding grants). For other in-state travel, the meal policy is as follows:

- Recruiting – Expenses of luncheon or dinner meetings held in connection with University business or with the entertaining of guests visiting the University on official business are

allowable. Expenditures should be limited to the cost of food only. CSU does not pay for alcoholic beverages. Luncheon expenses of staff members are usually a personal responsibility; however, reimbursement of noonday meals of employees may be allowed when:

1. A member of a search committee hosts a candidate for a position; or
2. A departmental employee hosts a visiting lecturer, potential donor, or other official guest to the University. In this case, the following requirements apply:
 - The reimbursable amount of luncheon expenses shall be limited to \$50 per person. Expenses for alcoholic beverages will not be reimbursed.
 - Before hosting the luncheon, the employee must first obtain signed authorization from their senior manager (VP/Chief or above). The authorization must be attached to the Travel Reimbursement form. The luncheon expenses will not be reimbursed unless all required documentation is attached to the form.
 - In the case of hosting a potential donor, “potential donor” is defined as a person other than a CSU employee as defined on Page 1.

The above policies apply unless the University has a specific refreshment policy which covers the above. In this case, the refreshment policy would take precedence.

If a traveler is on a recruitment trip but is not hosting a candidate, the traveler may be reimbursed for meals up to the GSA rate.

- One-day Seminars/Workshops/Conferences – No meal reimbursement will be allowed unless it is included in the registration fee, or, if charged separately, the meal is considered a formal part of the conference (i.e. awards luncheon with keynote speaker).
- Overnight Seminars/Workshops/Conferences – When the registration fee for a conference includes a meal(s), it must be noted on the Travel Authorization and the daily subsistence allowance must be reduced accordingly. Deduction is based on the Allocation of Meal & Incidental Expenses rates, as per Exhibit E. An exception will be made for the following:
 - Continental Breakfast – When only a continental breakfast is served, reimbursement for breakfast will be provided.
 - Reception – If there is only a reception provided in the evening, reimbursement for dinner will be provided.

For other than the above-specified instances, the following policy applies:

For both in-state and out-of-state meal reimbursement, eligibility for meal allowance reimbursement is determined by the following schedule:

When travel is:	Your allowance is	
More than 12 but less than 24 hours	75% of the applicable M & IE rate	
24 hours or more, on:	The day of departure	75% of the applicable M & IE rate
	Full days of travel	100% of the applicable M & IE rate

The last day of travel	75% of the applicable M & IE rate
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For example, if a traveler departs at 7 AM (no overnight stay involved) does not receive any meals as part of the conference registration fee and returns home anytime prior to 7 PM, no reimbursement for meals is allowed.

If a traveler departs at 7 AM (no overnight stay involved), does not receive any meals as part of the conference registration fee and returns home anytime after 7 PM, the traveler will receive 75% of the destination M & IE rate.

If a traveler departs for a conference at 7 AM (no overnight stay involved) and receives lunch as part of the conference registration fee and returns home anytime after 7 PM, the traveler will receive the following reimbursement for that day's travel.

Assume: Per diem = \$42 (\$9 breakfast, \$9 lunch, \$22 dinner, \$2 incidentals)

Calculation of reimbursement is $\$42 \times .75 = \31.50 , less \$9 = \$22.50

In the case of a traveler claiming actual meal expenses documented with receipts, for both in-state and out-of-state meal reimbursement, eligibility for meal allowance reimbursement on the days of departure and return is determined by the departure and/or arrival time according to the following schedule:

Breakfast: Departure from CSU or home **BEFORE** 7:00 a.m.
Arrival at CSU or home **AFTER** 9:00 a.m.

Lunch: Departure from CSU or home **BEFORE** 11:00 a.m.
Arrival at CSU or home **AFTER** 2:00 p.m.

Dinner: Departure from CSU or home **BEFORE** 5:00 p.m.
Arrival at CSU or home **AFTER** 7:00 p.m.

Computation of meal allowances for travel greater than twenty-four (24) hours is made in the following manner:

1. Day Travel Begins:

- a) if lodging is required, use 75% of the applicable Meal and Incidental Expenses (M&IE) rate prescribed for the location of the lodging.

EXAMPLE: The traveler is traveling from Hartford overseas to Hungary, and must change planes in Paris. The flight from Paris to Hungary does not leave until the next day. Therefore, the traveler must stay overnight in Paris. The maximum M&IE rate for Paris is \$50.00, and the maximum M&IE rate for Hungary is \$40.00. The maximum M&IE rate used by the traveler in this situation for the first day of travel (Hartford to Paris) is $\$50.00 \times .75 = \37.50 .

- b) if lodging is not required, the per diem allowable is 75% of the destination M&IE rate.

EXAMPLE: The traveler is traveling from Hartford to Los Angeles via Amtrak. The train travels all night, with no overnight stop involved. The per diem allowable is 75% of the M&IE rate for Los Angeles.

2. Full Calendar Days of Travel:

- a) if lodging is required, use applicable M&IE rate prescribed for the location of the lodging

EXAMPLE: The traveler is attending a conference in Princeton, NJ (M&IE rate of \$34.00), but the traveler's hotel is located in Edison, NJ (M&IE rate of \$38.00). The allowable per diem for the traveler is the Edison rate, or \$38.00.

- b) if lodging is not required, the per diem allowable is the destination M&IE rate

EXAMPLE: The traveler is traveling from Vienna to Istanbul on the Orient Express. The train travels all day and night, with no overnight stop involved, the employee has the option to purchase a roomette car, however, the per diem allowable is the M&IE rate for Istanbul.

3. Returning from Travel:

- a) if lodging is required at an en route location, use the applicable M&IE rate prescribed for the location of the lodging

EXAMPLE: The traveler is traveling from Hungary back to Hartford, and must change planes in Paris. The flight from Paris to Hartford does not leave until the next day. Therefore, the traveler must stay overnight in Paris. The maximum M&IE rate for Paris is \$50.00, and the maximum M&IE rate for Hungary is \$40.00. The maximum M&IE rate used by the traveler in this situation for this day of travel (Hungary to Paris) is the Paris rate, \$50.00.

- b) if lodging is not required, the allowable per diem is the M&IE rate used on the preceding calendar day

EXAMPLE: The traveler is returning from Hungary to Hartford. The return flight takes all night, arriving the next morning, but no interim lodging is required because the traveler is in the air. The allowable per diem is the M&IE rate for Hungary.

- c) on the day travel ends, the allowable per diem is 75% of the M&IE rate used on the preceding calendar day, prorated as provided above

EXAMPLE: The traveler is returning from San Diego to Hartford. The trip takes one afternoon. The allowable per diem is 75% of the M&IE rate for San Diego.

Maximum applicable rates for meals and incidental expenses allowed include tax and gratuities. GSA per diem rates are available on the Internet at <http://www.dtic.mil/perdiem/pdrates.html>. Consult this web site to determine the applicable per diem rate for the specific locality.

Meal reimbursement may be claimed in two different manners: up to the allowable per diem (no receipts) or actual expenses as documented with receipts for all meals regardless of cost.

The same method must be used for the entire travel period.

If foreign meal expenses are taken per diem, no receipts are required even when a single foreign meal is greater than \$25.00.

Per diem payments at or below the federal rate are non-reportable. Actual meal expenses are also non-reportable. Any per diem amount paid, either by collective bargaining agreement or by Standard State Travel Regulation in excess of the federal per diem rate is considered reportable wages and is subject to withholding and the payment of employment taxes.

When the registration fee for a conference includes a meal(s), it must be noted on the Travel Authorization and the daily subsistence allowance must be reduced accordingly. Deduction is based on the Allocation of Meal & Incidental Expenses rates, as per Exhibit E. An exception will be made for the following:

- Continental Breakfast – When only a continental breakfast is served, reimbursement for breakfast will be provided
- Reception – If there is only a reception provided in the evening, reimbursement for dinner will be provided

In addition, airline meals will not result in a reduction in the daily subsistence allowance.

Incidental expenses are part of the meal per diem and include:

- fees and tips for porters, bellhops, hotel maids, stewards or stewardesses and others on vessels and hotel servants in foreign countries. Note that tips are voluntary and based upon judgment; therefore tips exceeding the incidental expense allowance will not be reimbursed
- laundry and cleaning and pressing of clothing
- transportation between places of lodging and where meals are taken
- telegram and telephone calls necessary to reserve lodging accommodations

Expenses for liquor (including beer and wine) and floor cover charges billed with food are not reimbursable.

CLAIMING REPORTABLE EXPENSES

When filing a claim for reportable income due to travel, two different forms must be completed: a Travel Reimbursement form for the items that are non-reportable and an Employee Payroll Reimbursement form (CO17XP-PR) also must be completed for the reportable items. The reportable amount will be processed through the payroll system and will appear in the employee's paycheck. See Exhibit F for a sample Employee Payroll Reimbursements form and instructions.

ALLOWABLE REIMBURSEMENT

For non-foreign out-of-state travel, reimbursement of expenses is allowed for one travel day preceding a conference and for one travel day following the conference. For example, the conference starts on Monday and travel begins on Sunday, reimbursement is made for the travel

day, which is Sunday. However, if the same conference begins on Monday and travel begins on the preceding Friday, reimbursement is made for the travel day, which is Friday. There will be no reimbursement of expenses for Saturday and Sunday preceding the conference. The same applies for travel following the conference.

If an exception to the rule is to be considered, the employee must clearly show a cost saving as a result of arriving at the destination earlier or leaving the conference site later than the one day before or after the conference dates.

Travel must be by the most direct route possible and any employee traveling by an indirect route must assume any additional expenses incurred.

COMBINED BUSINESS AND PERSONAL TIME

When combining personal pursuits with business on a trip, indicate the dates (and location, if alternate destination routing) of the personal time on the Travel Authorization. In cases where this can be arranged, it is understood that the employee will be responsible for the additional costs incurred as a result of the alternate site routing and notation must be made on the Travel Authorization of that cost. Reimbursement of expenses on those dates is NOT allowable. To determine the additional cost of alternate site routing, the traveler must provide a written quotation of the cost of round-trip airfare directly to and from the business destination. The difference between the cost of the round-trip airfare including the alternate site routing versus the cost of the round-trip airfare directly to and from the business destination constitutes the additional cost of alternate site routing.

TELEPHONE REIMBURSEMENT AND BUSINESS SERVICES

Telephone calls will be reimbursed as follows provided that proper documentation is submitted with the Travel Reimbursement form showing destination (number or person called), charge per call, and justification. A prepaid calling card may be purchased for business use when engaging in foreign travel.

- For official State business: 100% allowable with justification provided on the Travel Reimbursement form.
- For personal telephone calls: One telephone call is allowed on the first day of travel (or upon arrival at destination) to confirm safe arrival and one telephone call on the last day of travel to confirm departure plans.

Reimbursement is not to exceed \$5 per domestic call or \$15 per international call.

Expenses for stenographic, typing, photocopying, facsimile or other business services are allowable if supportive of official State business and accompanied by receipts and justification.

PARKING PERMITS

Parking permits for Bradley International Airport are available to all State employees on official State business regardless of source of air ticket purchase. Request for parking permit may be made by checking the box on the Travel Authorization form. However, a current copy of the employee's personal automobile insurance policy must be on file in the Travel Office (see section "Insurance and Use of Personally Owned Vehicle", page 4).

Under no circumstances will reimbursement be made for long term parking at Bradley International Airport.

Charges for airport parking (other than Bradley International Airport) are reimbursable. If over \$25.00, a receipt is required.

CONFERENCE AND REGISTRATION FEES

Supporting documentation attached to the Travel Authorization must show this fee. It is possible to have the University prepay a conference fee if requested on the Travel Authorization at least two (2) weeks prior to the sponsoring organization's payment due date. The completed registration form must be attached to the Travel Authorization and the organization's Federal Employee Identification Number (FEIN) **must** be indicated on the Travel Authorization.

No reimbursement can be made for any social events or tours not related directly to the purpose of the trip.

If any meals are included in the registration fee, it must be noted on the Travel Authorization and the daily subsistence allowance must be reduced accordingly. Deduction is based on the Allocation of Meal & Incidental Expenses rates, as per Exhibit E. Exceptions are as follows:

- Continental Breakfast – When only a continental breakfast is served, reimbursement for breakfast will be provided
- Reception – If there is only a reception provided in the evening, reimbursement for dinner will be provided

SUPPORTING DOCUMENTATION - TRAVEL REIMBURSEMENT

No claims are to be filed for reimbursement of expenses without documenting the actual expenditure. Each expenditure exceeding \$25.00 must be supported by an **ORIGINAL** voucher or receipt, per State Statute 3-117. Original passenger portion of airline ticket, rail or bus ticket stubs must be attached to the Travel Reimbursement form **regardless if reimbursement is claimed or unclaimed**. Travelers taking advantage of electronic ticketing now offered by major airlines must submit with their Travel Reimbursement form either the original receipt or original boarding pass and a copy of the itinerary showing amount paid. All claims for lodging must be supported with an original itemized receipt indicating the date and amount expended, regardless of cost. Under no circumstances will lodging be paid for a guest or spouse unless they are also traveling on approved University business. Itemized expenses must be listed in detail. Justification for business related telephone calls must be attached.

Regardless of cost, proof of registration fee payment for a workshop or conference is required. Acceptable forms include:

- An original receipt
- A receipt faxed directly to the Travel office by the sponsoring organization (fax # (xxx) xxx-xxxx)
- A copy of both sides (face and endorsement side) of a cancelled check or the original cancelled check
- A copy of a bank statement or a printed electronic bank statement along with a copy (photocopy or duplicate check copy) of the front side of the check.

- A print out of a web-banking statement indicating the payee and amount paid.

However, waiting for a cancelled check or bank statement delays reimbursement. It would be more prudent to request a receipt at the conference site. If the University prepays the registration, receipts are not required.

If any of the required receipts are missing or lost, a Policy Exception Request (see Exhibit G) must be attached to the Travel Reimbursement form.

All claims for reimbursement must have personal bank account numbers and credit card numbers made illegible on documentation for your personal protection.

Altered receipts will not be reimbursed.

Failure to submit a Travel Reimbursement form will jeopardize an individual's ability to obtain further advances or reimbursements for subsequent trips.

If partial funding for the travel is made available from sources other than the University (i.e. an organization or foundation), the traveler must provide proof of which expenses are provided from that source.

LIMITATIONS OF REIMBURSEMENT

Costs for tickets, guest meals and similar extraordinary expenses will not be reimbursed unless such charges relate directly to the purpose of the trip and are on the approved Travel Authorization.

Charges for airport parking (other than Bradley International Airport) are reimbursable. If over \$25.00, a receipt is required.

Expenditures for non-business related personal expenses such as theater tickets, entertainment, toiletries and liquor are not reimbursable.

Reimbursement is made for actual expenses only and may differ from the estimated costs on the Travel Authorization.

Occasionally, an employee may purchase books, videos or audiotapes at a conference or workshop that was not included on the original Travel Authorization. A revised Travel Authorization form must be submitted in order to claim reimbursement.

FOREIGN TRAVEL REIMBURSEMENT

All of the above travel policies apply when undertaking Foreign travel.

Indication must be made on the Travel Reimbursement form of the exchange rate(s) used to convert foreign receipts to U.S. currency. If the original documentation of exchange rate(s) is not available for submission with the travel reimbursement form, the exchange rate applicable on the last day of travel in each different country will be used. This information, along with a currency converter, is available on the following web site:

<http://www.oanda.com/converter/classic>

Each receipt must be labeled and the U.S. dollar equivalency written on each.

Persons in travel status in “Foreign” areas as defined on page 2 may be reimbursed for the reasonable expenses associated with their travel. Such expenses include, but are not limited to, the cost of

- visa
- inoculations
- currency exchange
- airport taxes
- departure taxes
- prepaid calling cards
- excess baggage

TRAVEL BY ATHLETIC TEAMS

The following policies govern approval of and payment for travel by student athletes and employees traveling as a team. Except where specific exceptions are made below, travel by individual employees of the Athletics department which is not associated with a team trip is governed by the CSU Travel Policies detailed above.

- NCAA Rules
 - ⇒ Unless otherwise provided herein, all travel by members of a team, whether students or employees, will be governed by rules for housing, meals, expenses and entertainment of student athletes as published by the National Collegiate Athletic Association (NCAA). Where NCAA rules are silent, CSU Travel Policies shall prevail unless otherwise specified herein.
- Definition of the Team
 - ⇒ The Athletics Director or designee will identify before each team trip all University employees and team members who will constitute the team travel party on that trip. This list must be approved by the Director of Athletics prior to the trip.
- Air Travel
 - ⇒ If the University has entered into contracts with agencies to provide air tickets billable directly to the University, all arrangements for team travel must be made through such agencies. Exceptions may be made for extended team travel required or provided in

connection with tournament play, or as otherwise determined by the NCAA, including permitting arrangements for lower travel costs or cost-effective “package deals” through other travel agents.

- Meals
 - ⇒ When employees and student team members are given meal allowances in lieu of having a meal purchased for them, the amount of the allowance will equal not more than the maximum reimbursement for that meal under regulations governing employee travel.
 - ⇒ Each person receiving meal money shall sign for the amount received.
- Lodging
 - ⇒ Rooms for team members and employees traveling as part of the team party are to be provided at the lowest possible cost.
 - ⇒ Due to the need to accommodate team meetings and receive sponsors or press, the Director of Athletics and a team head coach may book an additional room or suite as necessary.
 - ⇒ Hotel health club fees will not be reimbursed to employees traveling as part of the team party.
- Team Entertainment
 - ⇒ Although employees traveling as members of the team party are entitled to participate in any University paid group entertainment permitted to student athletes under NCAA rules, employees will not be reimbursed for the costs of individual entertainment.
 - ⇒ Acceptable costs for entertainment hosted by the Director of Athletics will be approved by the President of the University. The Director of Athletics will approve entertainment hosted by a head coach.
- Other Expenses
 - ⇒ Employee members of the team party are not eligible for any per diem allowances for incidental expenses permitted by the NCAA for student athletes.
 - ⇒ Employee members of the team party are not eligible for the portage allowance otherwise payable to employees for each day in transit, unless mandatory portage fees are required in hotels per union agreement.
- Management of Trip Expenses
 - ⇒ The Athletics coach or designee shall submit one travel expense report covering expenses incurred by all travelers identified as members of the team party, including expenses charged directly to the University. The Athletics coach or designee shall include in the expense report receipts for all expenditures as required under CSU Travel Policies for employees, or an explanation of the reason a required receipt is missing or unavailable. The Athletics coach or designee shall reconcile all reported expenditures with cash advances issued for the trip. The Director of Athletics or designee shall approve each expense report for the team’s travel.

- ⇒ Employees identified as members of the team party on a trip may not file individual expense reports for reimbursement of expenses associated with the same trip. An exception is made when the employee is not a member of the team party for the entire trip.
- ⇒ Employees not traveling as members of the team party may be guests of the team or of members of the team party for some functions associated with team travel. Any employee guests must be identified in the team expense report submitted by the Athletics coach or designee. Employees who are guests at team functions must submit their individual travel expense reports to the Athletics coach or designee, who shall reconcile them to the team expense report. The individual expense reports of the team guests will be submitted to the Travel Office by the Director of Athletics or designee along with the team travel report. However, reconciliation of the individual guests' travel reports with the team travel report shall not constitute approval by the Director of Athletics of the guests' reported expenses, except as they relate to team functions including that guest.
- ⇒ If the above requirements are not adhered to, reimbursement of expenses may be delayed or denied.

TRAVEL EXPENSES FOR STUDENTS USING UNIVERSITY FUNDS

Students may be reimbursed for their expenses while traveling on University business using University funds (as opposed to using the Student Activity Fund) by any one of the following procedures, depending on which is most appropriate and convenient.

- Undergraduate or graduate students may travel in-state or out-of-state under the same regulations and procedures as any University employee. An approved Travel Authorization is required for all out-of-state travel and in-state travel involving any non-mileage expense greater than \$25.00 per trip. Upon return from the trip, a Travel Reimbursement form must be submitted to the Travel Office within 15 business days after completion of the trip if a travel advance is taken, or 30 calendar days after completion of the trip if an advance is not taken, with all required original receipts attached. Reimbursement of expenses will be consistent with established travel policies.
- A student may obtain a travel advance under the same procedures used by employees. However, student advances are the responsibility of the sponsoring department. If a Travel Reimbursement form is not submitted to clear the advance within 15 business days after completion of the trip, the department sponsoring the travel will be charged for the amount of the advance. No further student travel advances will be allowed within that department until proper documentation is filed to clear the advance.
- When student(s) travel with an employee, a list of the students and their Social Security numbers may be attached to the employee's travel authorization and submitted to the Travel Office. The employee will receive the advance, pay all costs of the trip and submit the Travel Reimbursement form with receipts covering aggregate expenses of the employee and all students.
- Arrangements for lodging, transportation and registration fees related to student travel may be made via purchase order directly with appropriate vendors.

**C S U TRAVEL AUTHORIZATION FORM
CSUFRS-30 (7/94)**

❖ I N S T R U C T I O N S ❖

- 1 **ORIGINAL TA; REVISED TA:** Identify whether this is an original travel authorization or a revised travel authorization.
- 2 **TRAVEL AUTHORIZATION NUMBER :** Assigned by the Travel Office. This number can be obtained from the Travel Office and entered on the travel authorization form.
- 3 **DATE OF REQUEST:** Enter the date of the travel authorization request.
- 4 **S.S.#:** Enter the traveler's social security number.
- 5 **EMPLOYEE NAME:** Enter traveler's complete name.
- 6 **WORK PHONE:** Enter traveler's work telephone number.
- 7 **HOME PHONE:** Enter traveler's home phone number.
- 8 **TITLE:** Enter the traveler's title.
- 9 **EMPLOYEE #:** Enter traveler's employee identification number.
- 10 **AARP MEMBER:** Check 'yes' or 'no' if the employee is a member of AARP.
- 11 **OFFICIAL DUTY STATION:** Enter complete address of traveler's official duty station.
- 12 **SENIOR CITIZEN:** Check 'yes' or 'no' if the employee is a senior citizen.
- 13 **COLLECTIVE BARGAINING UNIT:** Check traveler's collective bargaining unit. If you check Other, explain.
- 14 **HOME/DUTY STATION:** Enter the name of the town the traveler is leaving from for the trip.
- 15 **TO:** Enter the name of the city/state where the traveler will be going to.
- 16 **DEPART DATE & HOUR:** Enter departure date and hour.
- 17 **RETURN DATE & HOUR:** Enter return date and hour.
- 18 **CARRIER INFO:** Enter the means of transportation and flight numbers if applicable.
- 19 **OBJECT AND NECESSITY OF TRAVEL:** Enter the purpose of travel and attach any substantiating documentation. Also check the entry of activity (items 01 through 99) conference, training, research, etc.

**C S U TRAVEL AUTHORIZATION FORM
CSUFRS-30 (7/94)**

◆ INSTRUCTIONS ◆

- 20 TYPE OF TRANSPORTATION:** Check the appropriate means of transportation: If you are planning to travel by air or rail, identify whether your reservation was made through Central Reservations (Sanditz Business Travel Services) or an outside agency. Identify if you are traveling by personally owned vehicle and if so, check whether your insurance declaration is on file. *Note: You will **not** be reimbursed for mileage expenses on your personally-owned vehicle if your insurance declaration is **not** on file with the Travel Office.* Check State-Owned Car if you are traveling by state-owned vehicle and identify the names of riders if any. If you are using another means of transportation *other* than what is listed on the form, check Other and specify the means of transportation. Check Parking Permit Requested if a parking permit needs to be obtained for the airport.
- 21 REGISTRATION PREPAID:** Check 'yes' if registration is prepaid by the agency. If so, the Travel Office will supply the vendor's FEIN number, amount and check number.
- 22 TRAVEL ADVANCE REQUESTED:** Check 'yes' if an advance is necessary and enter the amount of the request. The Travel Office will complete the check number and amount received.
- 23 TOTAL COST:** Complete this section itemizing all travel costs. See the CSU Travel Policies & Procedures Manual for specific information regarding per diem rates and the personal mileage rate.
- 24 ACCOUNT INFORMATION:** Enter the FRS account number to be charged and amount.
- 25 SIGNATURE SECTION:** Obtain appropriate signatures.

Forward approved Travel Authorization form to the Travel Office and retain the a copy for the employee's file. Once the Travel Authorization has been approved and a TA number obtained, contact Central Reservations (Sanditz Business Travel Services 1-800-447-3381) to make appropriate reservations. **NOTE:** If the individual ticket transaction exceeds \$1,000, the Sanditz Business Travel Services will require a purchase order. Therefore, be sure to inquire about the ticket price first and then contact your purchasing department to obtain a purchase order number if necessary.

CSU TRAVEL AUTHORIZATION / REIMBURSEMENT
AND OTHER NON-TRAVEL RELATED MISCELLANEOUS EXPENDITURES

CSU SYSTEM OFFICE (7801)
39 WOODLAND STREET
HARTFORD, CT 06105-2337

CSUFRS - 7801 (10/1/98)

- 1) **Travel Authorization:** Prior to travel complete all highlighted sections of this form (see on-line instructions located in the same folder)
- 2) For air/rail reservations: **First** - get on line T.A.# . **Second** - make your reservation by calling Sanditz Business Travel Services at 1-800-447-3381.
- 3) **Reimbursements:** Complete highlighted sections I, III and IV of this form. (see on-line instructions)
- 4) For specific regulations governing reimbursable expenses, refer to the Travel Policies & Procedures Manual and collective bargaining agreements.
- 5) Sec. 3-117 of the C.G.S. requires supporting vouchers or original receipts for the payment of any item exceeding \$25.00

(1) TRAVEL AUTH. # _____

(2) NAME :	(3) HOME PHONE :	(4) SOCIAL SECURITY #
(5) ADDRESS:	(6) WORK PHONE :	(7) EMPLOYEE #
(8) COLLECT. BARG. UNION (AAUP , MGMT. CONF/UNCLASS, SUOAF-AFSCME, OTHER)		

ITINERARY		DEPART		RETURN		CARRIER INFO
(9) HOME / DUTY STATION	(10) TRAVEL TO	(11) DATE	& HOUR	(12) DATE	& HOUR	(13) FLIGHT #

(14) TYPE OF TRANSPORTATION:			
a. AIRFARE COST (Sanditz Travel Reservation only)	b. EMPLOYEE OWNED CAR	c. CURRENT CAR POLICY EXP. DATE	
d. PARKING PERMIT REQUESTED (YES / NO)	e. STATE OWNED CAR	f. NAMES OF RIDERS:	
(15) REGISTRATION PREPAID BY CSU (YES/NO)	(16) VENDOR'S F.I.N / S.S. (MANDATORY)	(17) AMOUNT	
(18) TRAVEL ADVANCE REQUIRED (YES/NO)	ADVANCE AMOUNT REQUESTED	VOUCHER #	

III (19) EXPLANATION OF TRAVEL, MILEAGE AND MISCELLANEOUS EXPENDITURES (Attach substantiating documents)

Professional Develop.	Conference Cost	POV mileage	Other(Describe)
5140/5145 (In/Out State - Conference or seminar)	3302 (Refreshments at meetings)	3167(Job related trips only)	

(20) DATE	AUTOMOBILE EXPENDITURES *				(24) TOLLS /		(25) RAIL /	(26) TAXI /	(27) HOTEL		(28) MEAL PER DIEM RATE		(29) MISCELLANEOUS	
	(21) FROM (city)	(22) TO (city)	(23) # MILES	G.S.A. 0.31	PARKING	AIRFARE	RENT-CAR	RATE	TAX	B.L.D. I.		Amount	Explanation	
				-										
				-										
				-										
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				-										
SUB TOTALS				0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

EMPLOYEE CERTIFICATION: I affirm that the reimbursements claimed herewith are just and that the travel indicated was officially necessary. I further affirm that all applicable obligations incurred by the State on my behalf, such as family travel and associated expenses, have been paid by me in full.		TOTAL EMPLOYEE DETAILED EXPENDITURES (Pag.1&2)	\$ -
(30) EMPLOYEE SIGNATURE	(31) DATE		

AGENCY CERTIFICATION				TRAVEL OFFICE USE ONLY		
I certify that the services have been performed and the expenses incurred as stated in this account, except as noted; that they were necessary and proper; and that the amounts claimed are just and reasonable, except as noted.				Total employee detailed expenditures (Pag.1 & 2)		\$ -
				Plus airfare amount paid by the agency		\$ -
(32) AUTHORIZED SIGNATURE(S)				Plus registration prepayments by the agency		\$ -
				TOTAL TRAVEL AUTHORIZATION AMOUNT:		\$ -
AGENCY TRAVEL OFFICE CERTIFICATION				Total employee detailed expenditures (Pag.1 & 2)		\$ -
				Less cash advance		\$ -
				NET AMOUNT DUE EMPLOYEE OR (AGENCY)		\$ -

* Current copy of automobile insurance policy must be on file in the Travel Office.

Distribution Part 1: Travel Office Part 2: Employee

**C S U EMPLOYEE TRAVEL & OTHER NON-TRAVEL RELATED
EXPENDITURE VOUCHER
CSUFRS-301 (8/97)**

❖ I N S T R U C T I O N S ❖

- 1 **TRAVEL AUTHORIZATION NUMBER :** Enter travel authorization number (from your Travel Authorization copy) if applicable.
- 2 **PAYEE NAME AND ADDRESS:** Enter your complete name and address.
- 3 **PAYEE'S TITLE:** Enter your title.
- 4 **COLLECTIVE BARGAINING UNIT** Enter your collective bargaining unit (if applicable).
- 5 **SOCIAL SECURITY NUMBER:** Enter your social security number.
- 6 **PAYEE'S SIGNATURE:** Signature required.
- 7 **DATE:** Current date in month-day-year format (i.e. 11/02/96).
- 8 **PAYEE'S SIGNATURE:** Only if travel advance was received, sign again.
- 9 **AMOUNT:** Enter the advance amount if applicable. **NOTE:** A request for reimbursement of actual expenditures must be submitted within *fifteen days* after returning from the trip.
- 10 **REMARKS, EXPLANATION OF UNUSUAL ITEMS, SUCH AS:** Miscellaneous: books, telephone, etc.
- 11 **DATE:** Enter the date of the trip. Itemize expenses by day.
- 12 **DESTINATION:** Enter originating and destination towns traveled by car (round trip).
- 13 **TIME:** Enter departure and arrival times.
- 14 **AUTO EXPENSE:** Enter total mileage and amount for each day.

***Current copy of automobile insurance policy must be on file in the Travel Office.**

Insurance coverage for privately owned automobiles shall be required by State regulations governing the use of privately owned vehicles. All State employees who are authorized by their agency head to use their own motor vehicle in the performance of their duties must carry insurance for a minimum liability of \$50,000/person, \$100,000/occurrence and \$5,000 in property damage or in lieu thereof, a minimum of \$100,000 for liability for bodily injury and property damage. A current insurance certificate

**CSU EMPLOYEE TRAVEL & OTHER NON-TRAVEL RELATED
EXPENDITURE VOUCHER
CSUFRS-301 (8/97)**

❖ INSTRUCTIONS ❖

or declaration page must be on file in the Travel Office prior to the travel date. An insurance card is **not** acceptable proof of minimum liability since the limits of coverage are not shown on this card. Mileage reimbursement will **not** be paid without the proper coverage and current insurance information on file in the Travel Office.

- 15 PARKING/TOLLS:** Enter the amount of parking or toll charge(s). Enter (P) for parking or (T) for toll.
- 16 AIRFARE/RAIL:** Enter amount of airfare or rail. Enter (A) for air or (R) for rail. All airline/rail service booked through Sanditz Business Travel Services does not need to be included here. Airline/rail ticket stubs/receipts must be submitted with the employee's request for reimbursement regardless of who paid it.
- 17 TAXI/LIMO:** Enter amount of taxi or limousine. Enter (T) for taxi or (L) for limousine.
- 18 HOTEL:** Enter the room rate and taxes for each day. Attach original receipt (Make sure credit card numbers on receipts are *illegible*.)
- 19 MEALS:** Enter amount of the per diem rate indicated on your travel authorization copy. Enter (B) for breakfast, (L) for lunch and (D) for dinner. When the registration fee includes a meal or meals, it must be noted on the Travel Authorization and the daily meal allowance must be reduced accordingly. Deduction is based on the Allocation of Meal & Incidental Expense Rates (Exhibit F in CSU Travel Policies and Procedures Manual.)
- 20 REGISTRATION FEE OR MISCELLANEOUS:** Enter registration amount paid **by you** and attach an original receipt or other acceptable form of receipt (see section "Supporting Documentation – Travel Reimbursement" page 15). Miscellaneous expenses must be fully itemized. (It is acceptable to list business-related calls, permitted personal calls, and fax costs.) Do not include registration fee if prepaid by the university.
- 21 APPROVAL SIGNATURES:** Immediate supervisor is responsible for reviewing actual expenditures. Agency Travel Office Certification - person reviewing the completeness of the travel form.
- 22 DATE:** Date of approval.
- 23 FRS ACCOUNT #:** Enter the FRS account number to be charged.
- 24 AMOUNT APPROVED:** Enter the total amount to be reimbursed to the employee.

C S U EMPLOYEE TRAVEL AND OTHER NON-TRAVEL RELATED MISCELLANEOUS EXPENDITURE VOUCHER
 CSUFRS - 301 (6/87)

CENTRAL CONNECTICUT STATE UNIVERSITY
 1615 STANLEY STREET
 NEW BRITAIN, CT 06050

1. Use this form for employee reimbursement of all travel and other non-travel related miscellaneous expenses incurred in the service of the State of Connecticut.
2. For specific regulations governing reimbursable expenses, refer to the Travel Office Procedure Manual, CSU Board Resolution BR198-23 and to the specific collective bargaining agreements.
3. Sec. 3-117 of the Conn. Gen. Stat. requires supporting vouchers or original receipts for the payment of any money exceeding \$25.00 at any one time.

DOCUMENT No. (1) T.A.S. (if applicable)

AGENCY CERTIFICATION

I affirm the reimbursements claimed herein are just and that the travel indicated was entirely necessary. I further affirm that all applicable obligations incurred by the State on my behalf, such as family travel and associated expenses, have been repaid, by me, in full.

(2) Payee's name and address

(4) Collective Bargaining Identification

(5) Social Security Number

(7) Date

(6) Payee's Signature

TRAVEL AND OTHER EXPENSES (if applicable)

I acknowledge that the amount stated in block 9 was given to me as an advance against the amount of travel and other expenses shown herein as due to me.

(8) Amount \$

(6) Payee's Signature

(10) Remarks, explanation of unusual items, etc.

(11) Date	(12) Destination From - To	(13) Time Depart - Arrive	(14) Auto exp. # Miles	(15) Toll Parking	(16) Rail Airfare	(17) Taxi Limo	(18) Hotel Room rate Taxes	(19) Meals Code Amount	(20) Registration fee / Miscellaneous (Explain)
TOTALS									
									GRAND TOTAL (total of page 1 & 2)

AGENCY CERTIFICATION

I certify that the services have been performed and the expenses incurred as stated in this account, except as noted; that they were necessary and proper; and that the amounts claimed are just and reasonable, except as noted.

(21) Approval signatures

(22) Date

(23) FRB account #

(24) Amount

Supervisor: (not required if approved TA is on file)

Total T.A. approved amount
 Less advance paid by Univ.
 Less other prepayments by Univ.
 T.A. Balance
 Grand total actual expenditure
 Less cash advance
TOTAL AMOUNT DUE TO EMPLOYEE / (AGENCY)

* Current copy of automobile insurance policy must be on file in the Travel Office Prior to travel.

Distribution Part 1: Travel Office Part 2: Employee

TRAVEL ADVANCE AGREEMENT

Name: _____

TA #: _____

Check Amount: _____

Return Date: _____

Check #: _____

In consideration of the receipt of the attached [Name of University] check representing an advance for travel expenses, I agree that these are State of Connecticut funds, and I understand that I am personally responsible for them whether or not my employment continues with the State of Connecticut, and whether the funds are lost or stolen. I agree to notify both the [Name of University] Police and [Name of University] Travel Office **immediately** should a loss, theft, or mysterious disappearance of funds occur.

I will submit the required documentation for reimbursement, including supporting receipts, to the Travel Office **within fifteen (15) business days after return**; and if the cash advance was more than the expenditure, I will return the excess funds along with the completed documentation. I understand that if I do not adhere to these time frames for paperwork completion or repayment, I may be denied future travel advances, **or the repayment of my cash advance may be deducted from my paycheck**. Additionally, any failure on my part to file the required documentation or repay excess funds by the due date will subject me to reasonable costs of collection including but not limited to attorney fees and court costs if required to enforce this agreement.

IN ACCORDANCE WITH AUDIT REQUIREMENTS, REQUIRED DOCUMENTATION FOR REIMBURSEMENT WITH SUPPORTING RECEIPTS MUST BE RECEIVED BY THE TRAVEL OFFICE NO LATER THAN _____.

If the cash advance was **more than** the total expenditure, I will return the excess to the Travel Office **within fifteen (15) business days** of my return. The travel advance receivables account will be credited appropriately by the Travel Office.

If the cash advance was **less than** the total approved expenditure, the travel advance receivables account will be credited appropriately by the Travel Office and a check will be provided to me for the reimbursement date.

Signature

Date



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Directions



Mobile



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Maps - Enter as much as you know

Place Name (optional) e.g., Food or Schools

Look up [Category](#) or [Airport](#)

Address or Intersection

Saved & Recent

City

State

ZIP Code

Search

- [Outside U.S. & Canada](#)



Directions - Enter as much as you know

START

Starting Location

Place Name (optional) e.g., Airport or Park

Look up [Category](#) or [Airport](#)

Address or Intersection

Saved & Recent

City

State

ZIP Code

- [Outside U.S. & Canada](#)

END

Ending Location

Place Name (optional) e.g., Hilton or Hotel

Look up [Category](#) or [Airport](#)

Address or Intersection

Saved & Recent

City

State

ZIP Code

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MAPQUEST

START **39 Woodland St**
Hartford, CT 06105-2337,
US













END **501 Crescent St**
New Haven, CT 06515-
1330, US

Total Est. Time:
49 minutes

Total Est. Distance:
39.21 miles

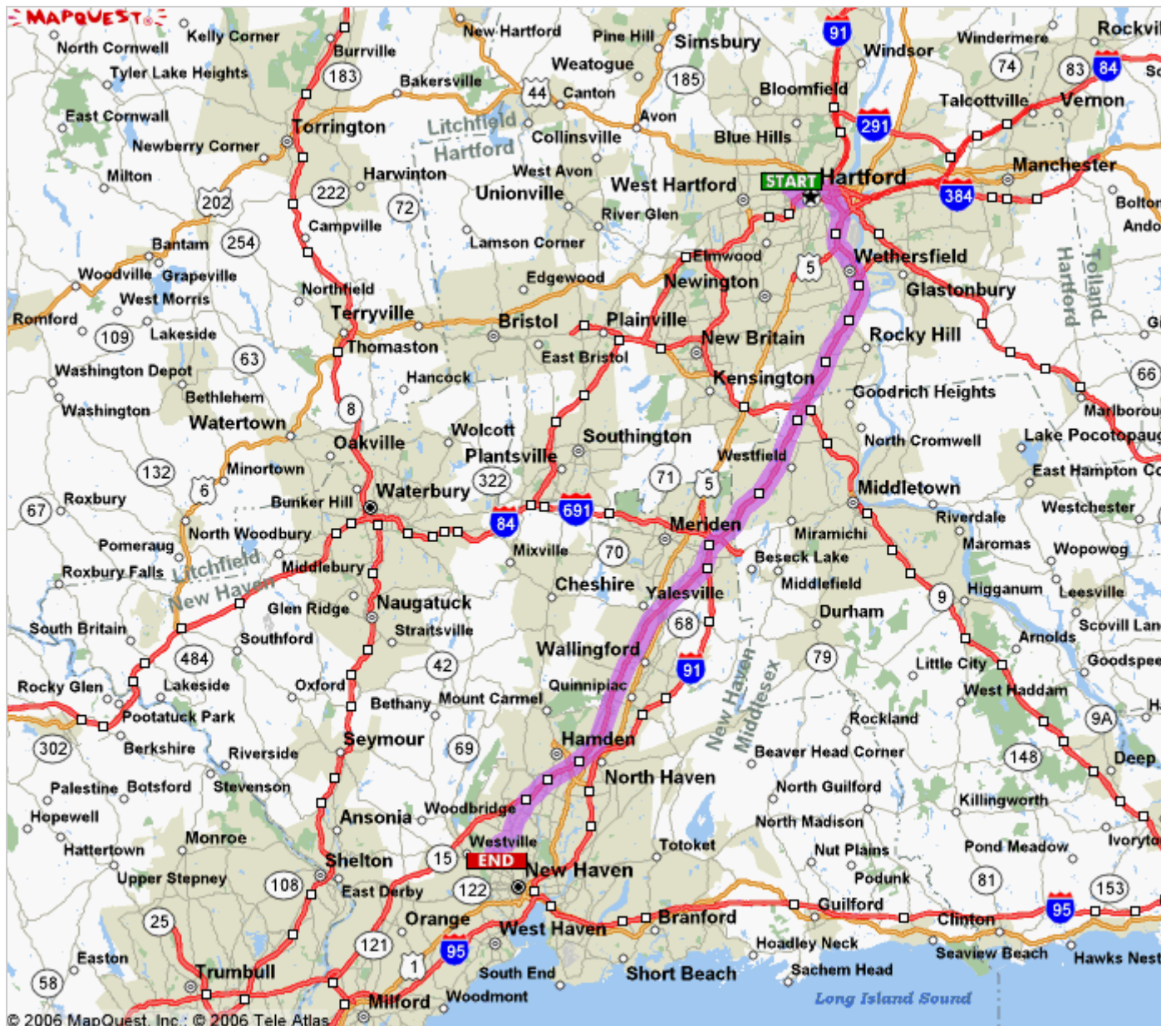
Maneuvers

Distance

	1: Start out going SOUTH on WOODLAND ST toward FARMINGTON AVE.	0.2 miles
	2: Turn LEFT onto FARMINGTON AVE.	0.4 miles
	3: Turn RIGHT onto SIGOURNEY ST.	0.2 miles
	4: Merge onto I-84 E / US-6 E via the ramp on the LEFT toward BOSTON.	1.3 miles
	5: Merge onto I-91 S via EXIT 52 toward NEW HAVEN.	18.9 miles
	6: Merge onto CT-15 S / WILBUR CROSS PKWY via EXIT 17.	14.6 miles
	7: Take the CT-10 exit- EXIT 60- toward HAMDEN / NEW HAVEN.	0.1 miles
	8: Turn RIGHT onto DIXWELL AVE / CT-10.	2.0 miles
	9: Turn RIGHT onto CT-10 / ARCH ST.	0.3 miles
	10: Turn SLIGHT LEFT onto FITCH ST / CT-10.	0.6 miles
	11: Turn LEFT onto CRESCENT ST.	0.1 miles
	12: End at 501 Crescent St New Haven, CT 06515-1330, US	

Total Est. Time: 49 minutes
39.21 miles

Total Est. Distance:



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**EMPLOYEE PAYROLL REIMBURSEMENTS-
FOR EXPENSES INCURRED IN THE SERVICE
OF THE STATE OF CONNECTICUT
CO-17XP-PR REV. 9-97**

❖ I N S T R U C T I O N S ❖

- 1 **EMPLOYEE NUMBER:** Enter the employee identification number.
- 2 **EMPLOYEE NAME AND ADDRESS :** Enter the employee's name and address.
- 3 **S.S.#:** Enter the employee's social security number.
- 4 **PAYROLL UNIT NUMBER:** You do **not** need to complete this box.
- 5 **TRNS CD:** You do **not** need to complete this box.
- 6 **D/OE DEFINITION:** Enter **1M**.
- 7 **AMOUNT:** Enter the amount of each item to be reimbursed.
- 8 **AGENCY:** You do **not** need to complete this box.
- 9 **COST CENTER FUND/SID:** Enter the FRS account to be charged.
- 10 **OBJECT:** You do **not** need to complete this box.
- 11 **EXTENSION:** You do **not** need to complete this box.
- 12 **ADVANCE FROM PETTY CASH:** If applicable, enter the total amount and obtain employee's signature in the appropriate box.
- 13 **REMARKS, EXPLANATION OF UNUSUAL ITEMS, ETC.:** Enter an explanation of the expense items. Only expenses taxable as income to the employee are to be reported here. These items are **not** to be reported on the Travel Reimbursement form. See the CSU Travel Policies & Procedures Manual for more information.
- 14 **EMPLOYEE EXPENDITURES:** Complete this section itemizing travel expenditures in the same way as on the Travel Reimbursement form.
- 15 **AGENCY:** Enter the university name.
- 16 **T.A. NO.:** Enter Travel Authorization number if applicable.
- 17 **PERIOD COVERED:** Enter the from/to month, day and year.
- 18 **AGENCY CERTIFICATION:** To be completed by Department Head or Agency Head.

After obtaining appropriate signature, attach appropriate documentation and forward to the Travel Office.

Exhibit G

POLICY EXCEPTION REQUEST

Travel Authorization No. _____ Traveler's Name _____

Date _____

POLICY EXCEPTION REQUESTED:

JUSTIFICATION:

I certify that I am not being reimbursed from another source for any portion of the requested payment.

REQUIRED SIGNATURES:

Employee _____ Date _____

Approved by: _____ Date _____