

Regulations of Connecticut State Agencies

TITLE 5. State Employees

Agency

Department of Administrative Services

Subject

**Reimbursement of State Employees for Expenses Incurred in the Performance of
Their Duties**

Inclusive Sections

§§ 5-141c-1—5-141c-11

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Reimbursement of State Employees for Expenses Incurred in the Performance of Their Duties

Sec. 5-141c-1. Eligibility for reimbursement

Unless otherwise provided by statute or an applicable provision of a collective bargaining agreement, Section 5-141c-2 through 5-141c-11, inclusive, of the Regulations shall control the reimbursement of state employees for expenses incurred in the performance of their duties and these sections shall generally be known as the Standard State Travel Regulations.

(Effective November 16, 1982; Amended March 9, 1998)

Sec. 5-141c-2. Definitions

As used in sections 5-141c-2 to 5-141-11, inclusive, of the Regulations of Connecticut State Agencies:

- (1) "Agency head" means the appointing authority of the agency for which the employee works or the agency official designated by the appointing authority;
- (2) "Official duty station" means the building or other fixed location at which an employee reports for duty;
- (3) "Reimbursable expenses" mean those expenses essential to transacting official business, including travel, meals, lodging, gratuities, taxes and business costs; and
- (4) "Travel" means all necessary official transportation via rail, airline, bus, taxi or car.

(Effective November 16, 1982; Amended March 9, 1998; Amended November 12, 2008)

Sec. 5-141c-3. Authority for travel

(a) All travel shall be approved by the agency head and shall be in accordance with the criteria set forth in sections 5-141c-2 to 5-141c-11, inclusive, of the Regulations of Connecticut State Agencies, policies issued by the Commissioner of Administrative Services or the Commissioner's designee and the office of the State Comptroller or the applicable statute or collective bargaining agreement.

(b) In addition to the approval required in subsection (A) of this section, travel expenses payable in whole or in part by collectively bargained funds shall also be approved in advance by the head of the agency to which the funds have been appropriated or by his or her designee.

(Effective November 16, 1982; Amended March 9, 1998; Amended November 12, 2008)

Sec. 5-141c-4. Reimbursable expenses — travel

(a) Reimbursable expenses — Travel by air, rail or bus

(1) All travel arrangements shall be made in advance in accordance with policies issued by the Office of the State Comptroller and Commissioner of Administrative Services or the Commissioner's designee. All travel shall only be authorized at the lowest reasonable rate as determined by the Commissioner of Administrative Services or the Commissioner's Designee.

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(2) Unused tickets or portions thereof, shall be returned immediately to the employee's agency for possible credit or reuse. The employee's agency shall be responsible for payment of all tickets returned for which there is a penalty or for non-refundable tickets.

(3) Additional costs incurred for the personal convenience of the employee shall be the responsibility of the employee.

(b) Reimbursable expenses — Travel by state vehicle

(1) Use of state-owned vehicles may be authorized by the agency head in accordance with policies issued by the Commissioner of Administrative Services or the Commissioner's designee.

(2) Parking charges and toll charges incurred in the use of state-owned vehicles are reimbursable.

(c) Reimbursable expenses — Travel by non-state vehicle

(1) Use of privately owned vehicles may be authorized by the agency head in accordance with policies issued by the Commissioner of Administrative Services or the Commissioner's designee.

(2) Mileage reimbursement shall be at the prevailing rate authorized by the Commissioner of Administrative Services with the approval of the Secretary of the Office of Policy and Management, or as specified in the applicable statute or collective bargaining agreement. Before mileage is reimbursed, proof of insurance with the limits required by the state shall be on file in the business office of the employee's agency.

(3) Parking charges and toll charges incurred in the use of a privately owned vehicle are reimbursable.

(4) Charges for road service, repairs, towage and other similar expenses are not reimbursable.

(5) All vehicle rentals shall be approved by the agency head and made in accordance with the policies issued by the the Commissioner of Administrative Services or the Commissioner's designee.

(Effective November 16, 1982; Amended March 9, 1998; Amended November 12, 2008)

Sec. 5-141c-5. Reimbursable expenses — meals

(a) In-state meals are reimbursable if there are justifiable circumstances that warrant reimbursement, and the request is approved by the agency head in advance.

(b) Official travel for which reimbursable expenses are payable begins at the time the employee leaves his or her home, official duty station, or other official state location and ends when the employee returns to his or her home, official duty station or other official state location at the conclusion of his or her trip, as appropriate.

(c) Meals taken for out-of-state travel shall be allowed according to the following time schedule.

Departure—	
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employee must depart from home or official duty station:	To be entitled to reimbursement for		
before 7:00 a.m.	Breakfast	Lunch	Dinner
before 11:00 a.m.		Lunch	Dinner
before 5:00 p.m.			Dinner
Return—employee must return home or to official duty station:	To be entitled to reimbursement for		
after 9:00 a.m.	Breakfast		
after 2:00 p.m.	Breakfast	Lunch	
after 7:00 p.m.	Breakfast	Lunch	Dinner

Departure and return time shall be indicated on the request for travel and shall include the dates of anticipated full day(s) of travel status.

(d) Meal expenses will be reimbursed in accordance with the rates authorized by the Commissioner of Administrative Services with the approval of the Secretary of the Office of Policy and Management or in accordance with the applicable statute or collective bargaining agreement.

(e) Taxes on meals and gratuities are reimbursable.

(Effective November 16, 1982; Amended March 9, 1998; Amended November 12, 2008)

Sec. 5-141c-6. Reimbursable expenses — lodging

(a) When overnight accommodations are required to conduct official state business, the lodging arrangements shall be approved by the agency head and made in accordance with policies issued by the Office of the State Comptroller and the Commissioner of Administrative services or the Commissioner’s designee utilizing the state purchasing card program in all instances in which the agency is a participant in the purchasing card program.

(b) Taxes on lodging, hotel fees and gratuities are reimbursable.

(c) Unused accommodations that have been reserved shall be released immediately to avoid incurring unnecessary expenses.

(Effective November 16, 1982; Amended March 9, 1998; Amended November 12, 2008)

Sec. 5-141c-7. Reimbursable expenses — telephone and other necessary business expenses

(a) Charges for telephone calls made for official state business may be reimbursed provided that proper documentation is maintained involving the number of such calls and to whom the calls were made.

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(b) Other necessary business expenses, including but not limited to, photocopies, typing, facsimiles and overnight letters are reimbursable if properly documented.

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

(Effective November 16, 1982; Amended March 9, 1998; Amended November 12, 2008)

Sec. 5-141c-8. Reimbursable expenses — conferences, workshops and seminars

State expenses related to attendance at all seminars, meetings, or conferences shall receive prior approval for reimbursement by the agency head. In addition, expenses payable in whole or in part by collectively bargained funds shall also be approved by the head of the agency to which the funds have been appropriated or by his designee. Requests should be supported by literature published by the sponsoring organization including pertinent dates and expenses. Attendance by more than one representative from any one department or agency shall be requested individually and be supported by appropriate documentation to justify the need.

(Effective November 16, 1982; Amended March 9, 1998; Amended November 12, 2008)

Sec. 5-141c-9. Repealed

Repealed March 9, 1998.

Sec. 5-141c-10. Receipts and vouchers

(a) Receipts shall be submitted as required by section 3-117 of the Connecticut General Statutes. Receipts may also be required as directed by the agency head.

(b) All claims for reimbursement of traveling expenses shall be prepared in the specific format required by the office of the State Comptroller. Each traveler in a party shall submit a separate claim.

(c) Under no circumstances shall travel payments exceed the amount actually spent by the employee or the amount permitted under sections 5-141c-2 to 5-141c-11 inclusive, of the Regulations of Connecticut State Agencies or the applicable statute or collective bargaining agreement.

(Effective November 16, 1982; Amended March 9, 1998; Amended November 12, 2008)

Sec. 5-141c-11. Advance of funds for travel expenses

(a) Employees traveling out-of-state on official business may be provided with a cash advance if requested by the employee and approved by the agency head to cover estimated allowable expenses. Such advances may be made from the agency's petty cash funds and in circumstances when use of the state purchasing card is not permissible or is not used by that agency.

(b) If the cash advance was less than the total expenditure, the state shall reimburse the employee within a reasonable time after receiving the proper documentation required by section 5-141c-10 of the Regulations of Connecticut State Agencies.

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(c) If the cash advance was more than the total expenditure, the employee shall return the excess amount to the agency not more than five business days following return from travel.

(Effective November 16, 1982; Amended March 9, 1998; Amended November 12, 2008)