Legislative Regulation Review Committee

2008-047

Department of Administrative Services

REIMBURSEMENT TO STATE EMPLOYEES FOR TRAVEL EXPENSES

STATE OF CONNECTICUT
REGULATION
OF
Department of Administrative Services
Concerning
Reimbursement For State Employees For Expenses Incurred In The Performance of Their Duties

Section 1. Sections 5-141c-2 to 5-141c-8, inclusive, of the Regulations of Connecticut State Agencies are amended to read as follows:

Sec. 5-141c-2. Definitions

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

[(a)] (1) "Agency head" means the appointing authority of the agency for which the employee works or the agency official designated by the appointing authority;
[(b)] (2) "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 Commissioner of Administrative Services or the Commissioner's designee.]
[(c)] (3) "Reimbursable expenses" mean those expenses essential to transacting official business, including travel, meals, lodging, gratuities, taxes and business costs; and
[(d)] (4) "Travel" means all necessary official transportation via rail, airline, bus, taxi or car.

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

(a) All travel shall be approved by the agency head and shall be in accordance with the [rates and] criteria set forth in [Sections] 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 [Section 5-141c-3 (a) of these Regulations] SUBSECTION (A) OF THIS SECTION, travel expenses payable in whole or in part by collectively bargained funds [or the managerial conference fund] 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.

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

(a) Reimbursable expenses -- Travel by air, rail or bus
(1) All [air] travel arrangements shall be made in advance in accordance with policies issued by the Office of the State Comptroller [through the travel agent designated by that office] AND COMMISSIONER OF ADMINISTRATIVE SERVICES OR THE COMMISSIONER'S DESIGNEE. All [air] travel shall only be authorized at the lowest [available] REASONABLE rate AS DETERMINED BY THE COMMISSIONER OF ADMINISTRATIVE SERVICES OR THE COMMISSIONER'S DESIGNEE.
(2) Unused tickets or portions thereof, shall be returned immediately to the [office of the State Comptroller] 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. [Any employee traveling at state expense shall turn in any premium or document granting any type of compensation or premium received from the air carrier, such as mileage credits, to the agency head.]
[(3) All approved rail or bus travel shall only be authorized at the lowest rate available.]
[(4)] (3) Additional costs incurred for the personal convenience of the employee shall be the responsibility of the employee.

(b) Reimbursable expenses -- Travel by [State] state vehicle
(1) Use of [State-owned] state-owned vehicles may be authorized by the agency head in accordance with policies issued by the Commissioner of Administrative Services or [his or her] THE COMMISSIONER'S designee.
(2) Parking charges and toll charges incurred in the use of [State-owned] state-owned vehicles are reimbursable.

(c) Reimbursable expenses -- Travel by [non-State] 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 [his or her] 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] 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 [Office of the State Comptroller through the travel agent designated by that office] THE COMMISSIONER OF ADMINISTRATIVE SERVICES OR THE COMMISSIONER'S DESIGNEE.

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

(a) In-state meals are [not] reimbursable [unless] 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.

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[Employee must depart	before	or arrive after:
Breakfast	7:00 A.M	9:00 A.M.
Lunch	11:00 A.M.	2:00 P.M.
Dinner	5:00 P.M.	7:00 P.M.]

DEPARTURE— 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.

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

(a) When overnight accommodations are required to conduct official [State] state business, [reimbursement for lodging shall be made 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. All] 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 [through the travel agent designated by that office].
(b) Taxes on lodging, HOTEL FEES and gratuities are reimbursable.
(c) Unused accommodations [which] that have been reserved shall be released immediately to avoid incurring unnecessary expenses.

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

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

Sec. 5-141c-8. Reimbursable expenses -- [conference] CONFERENCES, workshops and seminars.

[(a)] 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 [or the managerial conference fund] 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.

Section 2. Sections 5-141c-10 to 5-141c-11, inclusive, of the Regulations of Connecticut State Agencies are amended to read as follows:

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

(a) Receipts shall be submitted as required by [Section] 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 [submitted] PREPARED [to the office of the State Comptroller] in the specific format required by [that office] 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] sections 5-141c-2 to 5-141c-11 inclusive, of the Regulations of Connecticut State Agencies or the applicable statute or collective bargaining agreement.

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 PERMISSABLE OR IS NOT USED BY THAT AGENCY.
(b) If the cash advance was less than the total expenditure, the [State] state shall reimburse the employee within a reasonable time after receiving the proper documentation required by [Section 5-141c-10(b) of these regulations] SECTION 5-141C-10 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES.
(c) If the cash advance was more than the total expenditure, the employee shall return the excess amount to the agency [within] not more than five business days following return from travel.

Statement of purpose: The purpose of these regulations is to provide a regulatory basis to support the authority of the Department of Administrative Service and the Office of State Comptroller to establish policies relating to the reimbursement of state employees for travel costs; to include the state's existing purchasing card program in the regulations and to make technical corrections. In summary, these regulations set forth the basic guidelines for reimbursable travel expenses and require state employees to abide by the policies established by the Department of Administrative Services and the Office of State Comptroller when making travel arrangements. The legal effect of these regulations is to eliminate any question over the authority of the Department of Administrative Services to issue policies regarding the reimbursement of travel costs and to require that agencies participating in the state purchasing card program use their purchasing card in connection with travel costs.

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CERTIFICATION

Be it known that the foregoing: (check one) X Regulations ☐ Emergency Regulations

Are: ☐ Adopted X Amended as hereinabove stated ☐ Repealed

By the aforesaid agency pursuant to:

X Section __5-141c_____ of the General Statutes.

☐ Section _____ of the General Statutes, as amended by Public Act No. _____ of the

_____ Public Acts
(enter year)

☐ Public Act Number _____ of the _____ Public Acts.
(enter year)

(If applicable) **After publication in the *Connecticut Law Journal* on** _March 25, 2008_ **of the notice of proposal to:**
(enter publication

☐ Adopt X Amend ☐ Repeal **such regulations**

(If applicable) **And the holding of an advertised public hearing on**

_____.
(enter date)

WHEREFORE, the foregoing regulations are hereby:

☐ Adopted X Amended as hereinabove stated ☐ Repealed

EFFECTIVE: (check one, and complete as applicable)

X When filed with the Secretary of the State

(OR)

☐ The _____ day of _____ 20_____.

In Witness Whereof:	DATE 5/6/08	SIGNED *(Head of Board, Agency or Commission)* Brenda L. Sisco	OFFICIAL TITLE, DULY AUTHORIZED COMMISSIONER
Approved by the Attorney General as to legal sufficiency in accordance with Section 4-169, as amended, of C.G.S.		SIGNED 5/22/08	OFFICIAL TITLE, DULY AUTHORIZED ASSOC. ATTY. GENERAL

For Regulation Review Committee Use

☐ Approved

☐ Disapproved

☐ Disapproved in part, *(Indicate Section Numbers disapproved only)*

☐ Rejected without prejudice

By the Legislative Regulation Review Committee in accordance with Section 4-170, as amended, of the General Statutes.	DATE	SIGNED *(Administrator, Legislative Regulation Review Committee)*

Two certified copies received and filed, one such copy forwarded to the Commission on Official Legal Publications in accordance with Section 4-172, as amended, of the General Statutes.

DATE	SIGNED *(Secretary of the State)*	BY

INSTRUCTIONS

1. One copy of all regulations for adoption, amendment or repeal, except emergency regulations, must be presented to the Attorney General for his/her determination of legal sufficiency. (Section 4-169 of the General Statutes.)
2. Original and eighteen copies of all regulations for adoption, amendment or repeal must be presented to the standing Legislative Regulation Review Committee for its action. (Section 4-170 of the General Statutes.)
3. Each regulation must be in the form intended for publication and must include the appropriate regulation section number and section heading. (Section 4-172 of the General Statutes.)
4. Indicate by "(NEW)" in heading if new regulation. Amended regulations must contain new language in capital letters and deleted language in brackets. (Section 4-170 of the General Statutes.)

Additional information regarding rules and procedures of the Legislative Regulation Review Committee can be found on the Committee's web site: http://www.cga.ct.gov/rr/