

# Travel Policies/Procedures

Overview



# Travel Office

- Part of the Administrative Services Department
- Located in the lower level of University Hall.
- Points of Contact:  
Kim Spinelli: 7-8505  
Mark Case: 7-8657



# Travel Manual

- Available on-line within the WCSU website. Address is [www.wcsu.edu/travel](http://www.wcsu.edu/travel)
- CSU System Manual, encompassing the (4) CSU Universities and System Office



# Key Definitions

- “Travel” means all necessary official transportation via rail, airline, bus, taxi, or car.
- “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; United States territories.
- “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.



# Approved Travel Authorization

- Submitted to Administrative Services at least (2) weeks prior to travel. 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.
- Required for:
  - \*All out-of-state travel (regardless of cost)
  - \*In-state travel involving any non-mileage expense greater than \$25.00 per trip.



# “After The Fact” Travel Authorizations

- Travel authorizations received in the Administrative Service Office after the travel has begun or ended 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 F) and approved by the traveler’s supervisor, and will be taken into consideration by the Administrative Services Office, which will consult with the Vice President for Finance & Administration or Chief Financial Officer or designee on a case-by-case basis.



# Travel Authorization Revisions/Cancellations

- Revisions: required if the total qualifying cost of the actual trip exceeds 10% of the approved Travel Authorization.
- All original signatures must be secured on the revised Travel Authorization.
- Cancellation of an approved Travel Authorization: must be made in writing or by electronic mail to the Administrative Services Office.



# Mileage Reimbursement

- 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 Mileage Reimbursement form approved by department head, along with a filed auto insurance declaration (if travel is by privately owned automobile) is sufficient proof that the individual is on State Business and prior written authorization is unnecessary.



# Insurance Minimums

- Current Insurance Declaration Minimums are:

Bodily Injury Liability: \$50,000/\$100,000

Property Damage: \$5,000



# Mileage Reimbursement

- 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.
- 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.



# Airline/Rail Service

- AAUP members, SUOAF-AFSCME members, Confidential Unclassified and Management Exempt employees may make their own reservations as long as they are in compliance with the University's Purchasing regulations (sealed competitive bidding is required for purchases over \$10K). Note that airline and rail tickets can be booked through the current State Travel Agent (Sanditz in Middletown, CT)
- Bids for group travel (requirements exceeding \$10K) must be competitively solicited through the Purchasing Office or placed via State of Connecticut Contract. Prior to reserving any new airline tickets, all unused unexpired airline tickets previously purchased by the University must be used whenever possible.
- 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.
- 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.



# Car Rental/Other Expenses

- In general, all rental vehicles must be booked through Enterprise Rental Car (current State Contract provider).
- For out of state travel, rental cars must be secured through either Enterprise Rental Car or Sanditz (State of CT travel agency).
- Insurance offered by the rental company is included in the rental rates for Enterprise only. The State will not pay or reimburse the employee for any additional insurance purchased from Enterprise; however, the State will reimburse for other rental agencies used.
- 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.
- 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 will be reimbursed.



# Allowable Reimbursements

- 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.
- Telephone calls will be reimbursed as follows provided that proper documentation is submitted with 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 written justification .
  - \*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 photocopying, facsimile or other business services are allowable if supportive of official State business and accompanied by receipts and justification.



# Cash Advances

- Requests for a travel advance **must** be indicated on the Travel Authorization along with the amount requested and must be received in the Administrative Services 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.
- Travel advance checks will be available approximately three business days prior to departure.
- A Travel Advance Agreement must be signed by the requesting employee upon receipt of these funds.
- Agreement requires employee to submit all receipts to the travel office not later than **15 days** after travel is complete to enable processing of the Employee Expenditure Voucher.

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# Parking at Airports

- **Bradley Airport:**
  - 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. Permit is to be picked up in the Travel Office prior to the trip.
  - Parking at Bradley International Airport is limited to lot 5B only, with overflow lot 5A available if open on that particular day.
  - If no parking is available in lots 5A and 5B or a parking permit is not accepted, reimbursement for parking expenses is available with the submittal of an original receipt. The Bradley Airport parking permit must be returned to the travel office. Failure to return the permit will prevent any parking reimbursement from taking place.
- **Other Airports:**
  - Charges for airport parking (other than Bradley International Airport) are reimbursable, a receipt is required.



# Conference and Registration Fees

- Supporting documentation attached to the Travel Authorization must show registration fees.
- For the University to prepay a registration fee, the request must be made via 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.
- 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.



# Travel Reimbursements

- No claims are to be filed for reimbursement of expenses without documenting the actual expenditure.
- Each expenditure must be supported by an ORIGINAL receipt, per CGS 3-117.
- Altered receipts will not be reimbursed.



# Limits 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.
- 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 Regulations

- Same travel regulations apply as domestic 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.
- A currency converter, is available on the following web site:  
<http://www.oanda.com/converter/classic>
- Persons in travel status in “Foreign” areas may be reimbursed for reasonable expenses associated with their travel. Such expenses include, but are not limited to, the cost of visa, inoculations, currency exchange, airport and departure taxes, prepaid calling cards, and excessive baggage.



# Travel Expenses for Students

- 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 must 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.



# Athletic Team Travel

- 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.
- 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.



# Athletic Team Travel

- 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 in 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



# Athletic Team Travel

## 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. Included in the expense report shall be 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 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.

