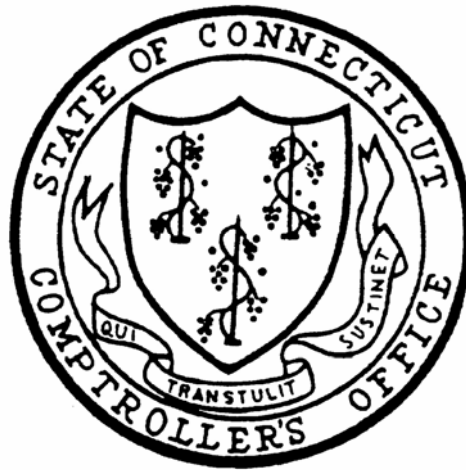


OFFICE OF THE STATE COMPTROLLER



FISCAL POLICY DIVISION

UNION-FUNDED TRAVEL PROCEDURES

REVISED MARCH 2006

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**Office of the State Comptroller
Fiscal Policy Division
Travel Reimbursement Unit
(860) 702-3344 (voice)
(860) 702-3441 (fax)**

UNION-FUNDED TRAVEL PROCEDURES

AGENCY

PRIOR TO TRAVEL

1. Employee completes a travel authorization form, CO-112, four (4) weeks prior to actually traveling. The form can be printed from the OSC website at www.osc.state.ct.us, Forms section. The following information should be completed on the form.

Date of Request

Business Unit Name and Address to which Form should be returned

Business Unit Number

Telephone Number (Business Office)

Employee Name (For whom authorization is requested)

Employee Number & Title

Collective Bargaining Identification (Specify Bargaining Unit Number, Management or Other)

Work Telephone

Official Duty Station

Itinerary (From What Town and To Your Destination)

Dates of Travel (From and To)

Miscellaneous Information (Actual time of departure from home and return to home)

Parking Permit Requested – Yes or No

Object and Necessity of Travel (Attach substantiating documents)

Type of Transportation

Total Cost (itemized)

Signature of the Employee and Date

Signature of Supervisor/Division Head

2. The travel authorization is submitted to the authorizing person in the agency.
3. The authorizing person will review the travel authorization. If approval is given, the authorizing person will assign a travel authorization number, sign and date the travel authorization form. A copy should be kept for the agency files. Prior union approval must be obtained for P-3B, P-4, NP-2, NP-3 and NP-5 and must accompany the CO-112.
4. The authorized travel form must be forwarded to the Office of the State Comptroller – Fiscal Policy Division, three (3) weeks prior to the actual travel date, for review and approval.
5. The Fiscal Policy Division accounts for the individual union funds available for each collective bargaining contract. Once funds are exhausted, agencies will be notified. All subsequent travel authorization forms will be returned to the authorized agency person.
6. The approved or disallowed travel authorization will be returned to the authorizing agency person.

AFTER TRAVEL HAS OCCURRED

1. After travel has been taken, the employee completes the CO-17XP-PR form for reimbursement. This form can be printed from the OSC website at www.osc.state.ct.us, Forms section. Complete the following information on the CO-17XP-PR.

Employee number
Employee name and address
Payee Certification - payee's signature and date
Employee's Expenditures (Itemized)
Department Name
Travel Authorization Number
Period Covered (From/To) - Month, Day and Year

2. The Addendum form (CO-17XPA) must be completed when seeking reimbursement for meals, undocumented expenses or premium city (union allowance). A determination is made regarding the portion of the employee's travel reimbursement that is reportable. Submit both non-reportable and reportable reimbursement portions on one CO-17XP-PR form.
3. All documentation is then submitted to the authorizing person in the agency.
4. The authorizing person will review all documentation and will complete the following information on the CO-17XP-PR form.

Department Payroll Code
Account Coding Information - See Section 2 of this manual.
Payee Certification - Supervisor Signature and Date
Department Certification - Date Approved, Amount Approved, Signature-Head of Expending Department or Designee

The CO-17XP-PR, the Addendum (if applicable), an approved copy of the CO-112, and all receipts/documentation must be sent to the State Comptroller's Office - Fiscal Policy Division.

5. The Fiscal Policy Division will review the documentation as submitted. If an error is found, the documents will be returned to the agency for correction. If approved, the documents will be authorized for payment. The travel reimbursement will be received in the employee's bi-weekly paycheck and will be identified separately.

REQUESTING PAYMENT OF TRAVEL REIMBURSEMENT

EXPENDITURE DOCUMENTS: Expenditure documents are a group of related forms which generate the accounting and liquidation of a claim against the State. Each employee's reimbursement should appear on **separate** forms.

The expenditure documents are submitted to the State Comptroller's Office, Fiscal Policy Division, 55 Elm Street, Hartford, Connecticut 06106.

The expenditure documents are composed of:

- (1) CO-17XP-PR - Employee Payroll Reimbursements
- (2) CO-17XP-A - Employee Voucher Addendum (if applicable)
- (3) Receipts for expenditures \$25.00 or over must be attached to the CO-17XP-PR.
- (4) CO-112 - Travel Authorization Form

Cancellation

If an employee who has had a request approved does not attend the workshop, seminar or conference, prompt notification of cancellation will be provided to the agency's business office which will promptly notify the Comptroller of such cancellation.

ANSWERS TO TYPICAL QUESTIONS/PROBLEMS WITH TRAVEL REIMBURSEMENT

AN EMPLOYEE CHANGES BARGAINING UNIT

An employee who requests a travel reimbursement while in one bargaining unit but, prior to the travel, is promoted or transferred to another job (and thereby another bargaining unit) is still eligible for travel reimbursement. The **new** bargaining unit's account will be charged for the reimbursement of the travel. If the employee becomes management or a confidential, the reimbursement is from the agency's budget. The exception is an employee entering the (NP-5) Protective Services unit. For this unit the employee must complete the Protective Services request for reimbursement and submit it to the Educational and Training Committee. The employee's new agency should process the request when feasible.

EMPLOYEES RECEIVING ADDITIONAL FUNDS FROM A PRIVATE SOURCE

Employees receiving additional funds from other sources must report this on their Travel Reimbursement application. The amount of reimbursement paid will be calculated on the amount of money the applicant **actually** had to pay (the amount of additional funds will be deducted).

PERMANENT EMPLOYEE STATUS

Whether an employee must have permanent status to be entitled to Travel Reimbursement is outlined in the recognition clause of each collective bargaining contract.

RATE OF REIMBURSEMENT

Many collective bargaining contracts set a maximum amount of reimbursement per employee. Some guidelines base the rate of reimbursement on the current travel regulations.

REIMBURSEMENT FOR PART-TIME EMPLOYEES

An employee who works 20 hours/week but less than 40 hours/week **is** eligible for Travel Reimbursement.

Unless stated in the individual collective bargaining contract, an employee who works under 20 hours per week **is NOT** eligible for Travel Reimbursement.

REIMBURSEMENT WHILE ON LEAVE OF ABSENCE

Under current practice, any request for Travel Reimbursement from union funds will not be paid while an employee is on a leave of absence.

TRAVEL AUTHORIZATIONS RETURNED PRIOR TO TRAVEL

Travel Authorizations may be returned to the agency if necessary information on the form is not completed or if:

- additional justification material is required
- in-state mileage is incorrect
- car rental memorandum is not attached
- union funds for travel have been exhausted
- copy of the original approved travel authorization is needed
- meal allowance does not follow union/travel regulations
- employee has exhausted the annual union allowance.

Corrections should be made and returned as noted. Items that indicate union funds are exhausted should not be returned unless otherwise noted.

TRAVEL AUTHORIZATIONS RETURNED AFTER TRAVEL HAS OCCURRED

Corrections need to be made when indicated and returned to Travel Unit. Errors for disallowance include, but are not limited to:

- lack of approved copy of travel authorization
- reimbursement does not agree with approved travel authorization
- lacks proof of payment for expenditures over \$25.00
- requires authorized agency or employee signature
- addendum form required
- time of departure/arrival; from/to home required to verify meal allowance(s)
- requires correct coding.

ACCOUNT CODING FOR TRAVEL REIMBURSEMENT
USE A CO-17XP-PR FORM

<u>Department</u>	<u>Fund</u>	<u>SID</u>	<u>Project</u>	<u>Program</u>	<u>Account</u>
See below	11000	12016	OSC_NONPROJECT	13003	50780
					(In-State Travel, Non-Reportable)
					50790
					(Out-of-State Travel, Non-Reportable)
					50800
					(Employee Mileage)
					50710
					(Reportable Travel)

DEPARTMENT CODING PER BARGAINING UNIT

<u>Bargaining Unit</u>	<u>Department</u>
NP-1	OSC15922
NP-2	OSC15924
NP-3	OSC15927
NP-4	No funding.
NP-5	OSC15931
NP-6/P-1	OSC15933
NP-8	OSC15958
P-2	OSC15941
P-3A	OSC15943
P-3B	OSC15945
P-4	OSC15947
P-5	OSC15949
Vo-Tech Administrators	OSC15954