



Policy 01-08

Date
5/2011

Training Division

Adjunct Faculty Travel

I. PURPOSE

This order shall control the reimbursement of Department of Emergency Services and Public Protection/Connecticut Fire Academy (DESPP/CFA) adjunct faculty for expenses incurred in the performance of their duties.

II. DEFINITIONS

- A. Reimbursable expenses mean those expenses essential to transacting official state business, including travel, meals, lodging, gratuities, taxes and business costs.
- B. Travel means all necessary official transportation via rail, airline, bus, taxi or personally owned vehicle (POV).

III. AUTHORITY FOR TRAVEL

All travel shall be approved by the agency head and documented on a state travel agency authorization request form. CO-112 rev 07/03

IV. REIMBURSABLE EXPENSES (State Travel Regulations Sec. 5-141c-4)

- A. Reimbursable expenses--Travel by air, rail or bus
 1. All air travel arrangements shall be made four (4) months in advance in accordance with policies issued by the office of the State Comptroller through the travel agent designated by that office. All air travel shall only be authorized at the lowest available rate.
 2. Unused tickets or portions thereof shall be returned immediately to the office of the State Comptroller 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 nonrefundable 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. 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 his or her designee.

2. Parking charges and toll charges incurred in the use of State-owned vehicles are reimbursable with receipt

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 his or her 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. 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 with receipt.
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.

V. OTHER REIMBURSABLE EXPENSES

Other reimbursable expenses are subject to provisions as set for the following State Travel Regulations sections:

Sec. 5-141c-5	Meals
Sec. 5-141-6	Lodging
Sec. 5-141-7	Telephone and other necessary business expenses
Sec. 5-141c8	Reimbursable expenses - Conference, workshops and seminars

VI. RECEIPTS AND VOUCHERS (Sec. 5-141-10)

- A. Receipts shall be submitted as required
- B. Each traveler shall submit a separate claim. When sharing a ride, only one individual may claim mileage.
- 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.

VII. PROOF OF INSURANCE

- A. All state employees who are authorized to use privately-owned-vehicles (POV) in the performance of their duties must carry at least a minimum insurance coverage of:
 1. Third party liability of: \$50,000/\$100,000 and
 2. Property damage liability of: \$5,000

- B. Proof must be on file in the DESPP/CFA business office.

VIII. REIMBURSEMENT FOR THE USE OF PERSONALLY OWNED VEHICLES BY ADJUNCT INSTRUCTORS

- A. Reimbursement for the use of an adjunct instructor's POV will be made in accordance with State Travel Regulation (5-5141c-1 to 5-141c-11).
- B. The adjunct instructor shall be reimbursed at an established mileage rate for travel on official Department of Emergency Services and Public Protection/Connecticut Fire Academy (DESPP/CFA) business, less 40 miles per day. This applies to travel within the borders of Connecticut. In certain cases, with prior approval, reimbursement for official business travel outside of the borders of the state may be authorized by the State Fire Administrator or Director of Training.
- C. No payment for use of POV is permitted for the following:
 - 1. Any activity except official Department of emergency Services and Public Protection/Connecticut Fire Academy (DESPP/CFA) business; or
 - 2. Participation in any activity in which an honorarium, stipend, monetary fee or gift of any value is given to the instructor involved.

IX. AGENCY ORDER OF TRAVEL PREFERENCE

- A. Within Connecticut, New England, New York and New Jersey use state fleet vehicle.
- B. If state vehicle is unavailable
 - 1. Document on Travel Authorization Request
 - 2. Alternate forms of travel
 - a. Vehicle rental
 - 1) vehicle rental must be essential to conducting state business; and
 - 2) the most cost effective and efficient method of transportation.
 - 3) employees who are renting a vehicle for use on state business must use the existing state contract for rental vehicles.
 - b. Other modes of mass transit in accordance with section IV.
- C. No travel arrangements are to be commenced until a fully signed Travel Authorization Request is returned.

Reporting Necessary Expenses

When a public official or state employee receives payment or reimbursement for necessary expenses for lodging and/or out-of-state travel in conjunction with active participation in an event, he or she must, within 30 days of that payment or reimbursement, file a report of necessary expenses (the ETH-NE form) with the Office of State Ethics. Beware, there are old versions of the ETH-NE form. The correct form can be found at www.ct.gov/ethics, [Forms page](#). (Note, this form is not necessary when expenses are paid for by the State of Connecticut, the federal government, or another state government.)