

**STATE OF CONNECTICUT
INSURANCE DEPARTMENT**

**POLICY ON TRAVEL and EXPENSE REIMBURSEMENT
FOR CONTRACTORS**

The following are guidelines for travel and expense reimbursement that are required to be followed by Contractors utilized by the Financial Regulation Division of the Connecticut Insurance Department (“Department”).

Travel Time:

1. Contractors who reside within 50 miles of the assigned work site do not get travel time.
2. Contractors residing 50 miles or greater than the assigned work site are allowed a maximum travel time of 3 hours each way, after one hour of commuting time. This travel time is typically for contractors staying over-night and is related to the beginning and ending travel of a multi-day/week assignment. Determination of daily commuting or overnight stay should be finalized prior to the start of an assignment.
3. Contractors who travel by means other than auto (rail, plane, etc.) shall use the same criteria as #2, with a maximum travel time of 3 hours each way.
4. The contractor may bill travel time up to 3 hours but at a reduced rate of 50% of the hourly bill.

Note that travel time is allowed only up to the time actually needed, depending on where the Contractor lives and where the job site is.

Mileage:

1. The Contractor shall utilize the IRS standard mileage rate.
2. The Contractor shall be reimbursed for travel in excess of their normal round-trip commute from home to their main office. If there is no main office (or is located in another state other than Connecticut and state of residence) then the contractor shall be reimbursed “portal to portal”.

Meals:

1. Contractors are eligible for meal allowance only when they lodge overnight.
2. The NAIC has adopted the use of CONUS reimbursement rates in relation to per diem payments. The CONUS rates can be found at: www.gsa.gov/portal/category/21287.
3. A Contractor must use the CONUS rates for meals or rates substantially similar to the CONUS rates.

4. For travel days a Contractor can charge a percentage of the per diem proportional to the time required to complete travel to the work site.

Lodging:

1. For Contractors lodging overnight, the policy is as to allow Contractors to return home every other weekend (weekly if it is not an economic detriment). If the Contractor travels back to the jobsite on Sunday night, there is no travel time allowed for the return but is paid the "per diem" for Sunday hotel expense. He/she is expected to be at work first thing Monday morning. If he/she travels back to the jobsite on Monday morning, the return 3 hours (plus 1 hour commuting) are allowed.
2. The Contractor must attempt to utilize the CONUS rates (does not include taxes) or if not able to obtain the CONUS rate, he/she must obtain the most reasonable rate possible. The Department can supply a letter to the Contractor to submit to the hotel to attempt to obtain the government rate.

Other:

1. Rail and airline reservations should be made at "coach" class and at the most reasonable price as possible.
2. Cars can be rented if necessary. If more than one Contractor has been assigned to the same assignment an attempt should be made to rent just one car, if feasible.
3. Other expenses such as parking and taxis should also be as reasonable as possible.

Billing:

1. All invoices are to be submitted to the Insurance Department for approval. The Department will submit invoices to the Company for direct payment to the contractor.
2. Upon deliverance of the monthly invoice to the Department, receipts shall be submitted for major expenditures such as lodging, air fare, parking and rental cars.
3. Interest for over-due invoices shall not be charged.
4. The Contractor should not contact a company directly regarding invoices. Any questions should go through the Department.
5. On days which Contractors are absent due to sickness or any other cause, no salary charge should be made to the company, provided the company is open for the normal transaction of business.