

EMPLOYEE PAYROLL REIMBURSEMENTS-
FOR EXPENSES INCURRED IN THE SERVICE OF THE
STATE OF CONNECTICUT
 CO-17XP-PR REV. 12-03 800-02

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
PAYROLL SERVICES DIVISION

ATTACH ADDITIONAL FORM(S) AS NEEDED

EMPLOYEE NAME AND ADDRESS

EMPLOYEE NUMBER
DEPARTMENT PAYROLL CODE

EARNING CODE DEFINITION

SHU = SAFETY SHOE
 CLN = CLOTHING & CLEANING
 HOM = HOME OFFICE
 UNF = UNIFORM
 AUT = DAILY AUTO USAGE FEE

RER = REPORTABLE REIMBURSEMENT
 GRA = GRANT PAYMENTS
 MOV = MOVING EXPENSES
 ATT = ATTENDANCE AWARDS
 CH1 = CHILD CARE

MIL = REPORTABLE MILEAGE
 TU1 = NON-REPORTABLE TUITION
 TU2 = REPORTABLE TUITION
 NRI = NON-REPORTABLE IN-STATE REIMBURSEMENT
 NRO = NON-REPORTABLE OUT-OF-STATE REIMBURSEMENT
 NRM = NON-REPORTABLE MILEAGE

ERN/CD	AMOUNT	DEPARTMENT	FUND	SID	PROGRAM	ACCOUNT	PROJECT/ GRANT	CHARTFIELD 1	CHARTFIELD 2	BUDGET REFERENCE

ADVANCE FROM PETTY CASH (IF APPLICABLE)

I ACKNOWLEDGE THAT THE AMOUNT STATED WAS GIVEN TO ME AS AN ADVANCE AGAINST THE AMOUNT OF TRAVEL AND OTHER EXPENSES SHOWN HEREIN AS DUE TO ME. UPON REIMBURSEMENT TO ME, I UNDERSTAND THAT THESE MONIES WILL BE DEDUCTED FROM THE CHECK IN WHICH I RECEIVE THE REIMBURSEMENT.

AMOUNT	EMPLOYEE'S SIGNATURE

PAYEE CERTIFICATION

I affirm the reimbursements claimed herewith are just and that the indicated was officially necessary. I further affirm that all applicable obligations incurred by the State on my behalf, such as family travel and associated expenses have been repaid by me in full.

PAYEE'S SIGNATURE	DATE
SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE EXPENDITURES

DATE MO/ DAY	TRAVEL		TIME		TRAVEL BY AUTOMOBILE (CHECK ONE)				OTHER TRAV. B/BUS R/RAIL C/CAB O/OTHER		LOGGING	MEALS B/BRKFST L/LUNCH D/DINNER		MISC. P/TELE. W/WIRE T/TIPS O/EXPLAIN		
	FROM	TO	DEPART.	ARRIVE	<input type="checkbox"/> STATE VEHICLE	<input type="checkbox"/> PERS. VEHICLE	MISC. EXP: PRKNG., TOLLS, GAS, OIL, ETC.	AMT.	NUMBER OF MILES	AMT AT MILES		CODE	AMT.	CODE	AMT.	
SUB-TOTAL (INCL. 17XP-1 AND CO-17XP-A)																
GRAND TOTAL (INCL. 17XP-1 AND CO-17XP-A)																

DEPARTMENT	T.A. NO. (IF APPLICABLE)	PERIOD COVERED (FROM/TO) (MO/DAY/YR)

DEPARTMENT CERTIFICATION

I CERTIFY THAT THE SERVICES HAVE BEEN PERFORMED AND THE EXPENSES INCURRED AS STATED IN THIS ACCOUNT, EXCEPT AS NOTED AND THAT THEY WERE NECESSARY AND PROPER; AND THAT THE AMOUNTS CLAIMED ARE JUST AND REASONABLE, EXCEPT AS NOTED.

DATE APPROVED	AMOUNT APPROVED	SIGNATURE - HEAD OF EXPENDING DEPARTMENT
	\$	

DISTRIBUTION: ORIGINAL - DEPARTMENT PHOTOCOPY - EMPLOYEE