

TRAVEL POLICY
Revised February 9, 2011

Governor Malloy has reviewed the travel ban that has been in effect since May, 2008 and has modified the ban. Out-of-state travel by employees, appointed officials, and board members will only be allowed if approved by Agency Heads and if the travel meets one of the following criteria:

1. Travel is to pursue economic development opportunities or secure significant outside funding for the state.
2. Travel will enable state employee or official to protect, promote or gather information related to critical state policies and alternative means of gathering information, such as web-based or internet attendance are not available.
3. Non-state funds are used to cover the entire cost of the travel.

In every case, the minimum number of staff and resources necessary should be assigned to travel.

This directive does not modify the terms of any collective bargaining agreement related to out-of-state travel.

Out-of-state travel requests should no longer be forwarded to the Governor's Office for review and approval. Agency Heads are responsible to review out-of-state travel requests in accordance with this directive as well as the criteria set forth in sections 5-141c-2 to 5-141c-11, inclusive, of the Regulations of Connecticut State Agencies, policies issued by the Commissioner of Administrative Services and the Office of the State Comptroller or the applicable statute or collective bargaining agreement. Agency Heads need to contact their assigned analyst within the Office of Policy and Management (OPM) regarding requests not in accordance with this directive to discuss why an exception is in order and to provide required documentation. Exceptions will be granted only by the consent of OPM Secretary Barnes or his designee.

To ensure compliance with this directive, agencies will be required to submit a monthly out-of-state travel report to the OPM Budget Division through their assigned analyst. Further details regarding this report and the exception process will be forthcoming from OPM.

There is also a general prohibition on the reimbursement of mileage to appointed officials. Mileage reimbursements will, however, be allowed if prior written approval is obtained from the appointed official's supervisor. Approved mileage reimbursements to appointed officials should be included on the required monthly travel report to the OPM Budget Division.

Governor Malloy appreciates your assistance and hopes all agencies honor this directive, not just those agencies under his jurisdiction.

MILEAGE AND OUT-OF-STATE TRAVEL REPORT

Agency Dept. of Services

Fiscal Year 2011

Report Submission Date 4/15/2011

Instructions: Enter approved travel (or mileage, for appointed officials where written approval from the official's supervisor has been obtained) in the space below. For anticipated travel, enter estimated costs. Estimated costs should be updated to reflect actual costs in subsequent reporting periods, and the code updated from E (estimated) to A (actual). Update the Report Submission Date (above) each month. Add rows as necessary. Reports should present cumulative information for the fiscal year; do not delete or eliminate information. The first report for a new fiscal year should include any anticipated travel carried over from previous reports plus new travel, and should then be cumulative through the remainder of the fiscal year. Reports are due to OPM on the 15th of the month. Reports, questions, and exception requests should be directed to your assigned OPM budget analyst.

Name	Dates		Destination	Purpose	Approval Criteria (see legend)	Total Cost	Est./ Actual	Fund	SID
	From	To							
John Q. Commissioner	2/1/2011	2/28/2011	Washington, DC Orlando, FL	approved mileage reimbursement Federal grant application review Presentation to national Society of State Service Agencies regarding CT experience with service provision	1 2 4	\$ 38.00	A	11000	10010
John Q. Commissioner	3/2/2011	3/3/2011				\$ 1,300.00	A	11000	10020
Jane Smith	10/1/2011	10/5/2011				\$ 5,800.00	E	12060	12345

LEGEND: APPROVAL CRITERIA

1. Mileage for appointed official in accordance with Governor's directive. (Prior written approval from appointed official's supervisor is on file.)
2. Travel is to pursue economic development opportunities or secure significant outside funding for the state.
3. Travel will enable state employee or official to protect, promote or gather information related to critical state policies and alternative means of gathering information, such as web-based or internet attendance are not available.
4. Non-state funds are used to cover the entire cost of the travel.
5. Exception granted.