

TRAVEL SOP FOR STATE EMPLOYEES  
EFFECTIVE JULY 1, 2019

FEDERALLY FUNDED STATE EMPLOYEES  
FEDERALLY FUNDED STATE ACTIVE DUTY EMPLOYEES

OUT OF STATE TRAVEL - Employee submits Travel Authorization form CO-112 to Supervisor/Program Manager, attach the training/ workshop/ conference agenda, and submit the package for funding approval to their Supervisor four weeks prior to the trip. If employee cannot pay for the lodging on their personal credit card, they must request a "Third Party Credit Card Authorization Form" and include it in the package. If seeking Petty Cash Advance submit form, found at [ct.gov/mil](http://ct.gov/mil)

Documents/Forms: <https://portal.ct.gov/DAS/Business-Office/Employee-Travel-Information/Documents>

The following information should be completed on the form.

- Date of Request
- Business Unit Name and Address
- Business Unit Number (Example: MIL36000)
- Telephone Number (Business Office-860 524-4946)
- 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, include flight preference)
- 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, LOI)
- Type of Transportation
- Total Cost (itemized) Tax Rate link: <http://www.tax-rates.org/taxtables/sales-tax-by-state>
- Print Employee Name and Date
- Print Name of Supervisor/Division Head and Date

Supervisors/Program Managers: Fill in funding information (boxes 18-30)

IN STATE TRAVEL - All State Employees regardless of the funding source should fill out the State of Connecticut Travel Authorization form CO-112 when using a state vehicle or POV. When using POV a copy of your insurance declaration page must be supplied along with the form. Requires a two week lead time.

Supervisor submits approved Travel Authorization form CO-112 and supporting documentation to: [Mil.Travel@ct.gov](mailto:Mil.Travel@ct.gov)

Travel Coordinator will reply with approval and TA number or request more information as needed.

## AFTER TRAVEL HAS OCCURRED

1. After travel has been taken, the employee completes the CO-17XP-PR form for reimbursement. (See link above Documents/Forms)

Employee number

Employee name and address

If advance from petty cash was received, fill in amount and print employees name

Payee Certification – print payee's name 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. Federal Per Diem link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

3. All documentation is then submitted to the Business Office, Room 219.

4. If the actual travel expense exceeds the originally authorized dollar amount by more than 10%, a revised CO-112 must be completed. New email submittal is required. "Revised" must be typed on the new CO-112 and "Rev" added to the end of the travel authorization number.

5. If the actual travel expense is less than the originally estimated amount or exceeds the originally authorized dollar amount by more than 10%, the Travel Coordinator will make necessary revisions on the CO-112 for Supervisor/Program Manager approval. "Revised" must be written on the CO-112 and "Rev" added to the end of the travel authorization number.

7. 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), and all receipts/documentation must be sent to the State Military Department - Hartford Armory -Business Office – Room 219.

8. The Travel Reimbursement will be reviewed as submitted. If an error is found, the documents will be returned to the employee and supervisor 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.

## Additional Information

The link below has union funded instructions (requires original forms with hard signatures), and Travel Reimbursement Reference Chart for your information.

<https://www.osc.ct.gov/manuals/TravelProc/contents.htm>

The link below is CT Vehicle Use for State Business Policy

<https://portal.ct.gov/-/media/DAS/Statewide-HR/A--Z-Listing-Task-PDFs/Vehicle-Use-for-State-Business-Policy--DAS-General-Letter-115--April-1-2012.pdf>

## 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.