

Travel Reimbursement Checklist

This checklist is designed to ensure compliance with CSCU's travel and reimbursement procedures, promoting accurate and consistent documentation.

Travel Reimbursement- Supporting Documentation

Actual expenses incurred by the traveler must be submitted to the Travel Office within 30 calendar days of completion of the trip. Include a completed ACH Payment Enrollment Form for direct deposit of funds.

Submit a Travel Reimbursement Form (CO17XP) with legible, paid receipts for all expenses. Reimbursements are only processed after trip completion and altered receipts **will not** be reimbursed.

Insurance for Personally Owned Vehicles

An insurance declaration page is required for reimbursement of personal vehicle travel and rental cars, excluding Enterprise.

Mileage or rail reimbursement cannot exceed the lowest available airfare to the same destination.

Required Approvals

Completed and signed Travel Reimbursement Form goes directly to the Index Code's Financial Manager.

Policy Exception Request

To claim unlisted travel expenses, a signed and approved Policy Exception Request with justification is required.

This is also required for Travel Reimbursement Forms submitted after 30 calendar days timeframe.

Travel Authorization Revisions

Revisions are required if the total qualifying cost of the actual trip exceeds 10% of the approved Travel Authorization.

Submit revised TA, Reimbursement Form, and receipts for exact amount. Processing depends on funds.

Reimbursement Limitations

Personal expenses (entertainment, toiletries, alcohol) are not reimbursed.

Reimbursement is for **actual**, not estimated costs.

Home-duty travel is not reimbursed, except for part-time supervisors.

For questions, please contact **Renée Knight**  (203) 392-5455  travel@southernct.edu