



# Connecticut State Colleges & Universities Travel and Reimbursement Procedures Manual

## Campuses

Connecticut State Colleges & Universities System Office  
Connecticut State Community College  
Charter Oak State College  
Central Connecticut State University  
Eastern Connecticut State University  
Southern Connecticut State University  
Western Connecticut State University

Effective 7/1/23

## Travel and Reimbursement Manual

---

### **Forward**

The Connecticut State Colleges and Universities (CSCU) governed by the Board of Regents for Higher Education offer students an affordable, accessible, high quality option to further their education or career development. This manual contains a compilation of the Board of Regents policies which govern travel and reimbursement activities as well as a summary of the Connecticut General Statutes and administrative regulations relevant to the travel and reimbursement process.

### **PURPOSE OF THIS MANUAL**

The purpose of this document is to provide guidance covering travel and reimbursement and related functions. This document should be read in conjunction with the Board's separately issued Procurement Manual, Accounts Payable Manual, and Pcard Manual as well as any other relevant manuals, procedure and policies

This manual was developed by CSCU members, and has been reviewed by a wide constituency, including CT Universities, Charter Oak, CT State Community College and CSCU System Office.

## TABLE OF CONTENTS

1.0 Introduction	p. 2
2.0 Travel Components	p. 2
3.0 Travel Definitions	p. 3
4.0 Travel Authorization	p. 4
5.0 Travel Authorizations- Supporting Documentation	p. 4
6.0 Exception Request Form	p. 4
7.0 Required Approvals	p. 5
8.0 Preferred Payment Method for Travel Expenses	p. 5
9.0 Travel Advance	p. 5
10.0 Travel Authorization Revisions	p. 6
11.0 Travel Authorization Cancelation	p. 6
12.0 Insurance and Use of Personally-Owned Vehicle	p. 6
13.0 Airfare Travel	p. 9
14.0 Baggage Fees	p. 10
15.0 Rail Travel	p. 10
16.0 Car Rental	p. 11
17.0 Other Transportation	p. 11
18.0 Lodging	p. 12
19.0 Meal Reimbursement and Incidental Expenses	p. 12
20.0 Allowable Reimbursement	p. 17
21.0 Combined Business and Personal Time	p. 17
22.0 Telephone, Internet, Computer and Business Charges	p.17
23.0 Parking Permits	p. 17
24.0 Conference and Registration Fees	p. 18
25.0 Travel Reimbursement- Supporting Documentation	p.18
26.0 Limitations of Reimbursements	p. 19
27.0 Foreign Travel Reimbursement	p. 19
28.0 Travel by Athletic Teams	p. 20
29.0 Travel Expenses for Students	p. 22
30.0 Refreshment Policy	p. 22

### 1.0 INTRODUCTION

The Connecticut State Colleges and Universities (CSCU) Travel Procedures Manual pertain to all employees and students traveling for the CSCU System Office, Connecticut State Community College (CT State), Central Connecticut State University (CCSU), Eastern Connecticut State University (ECSU), Southern Connecticut State University (SSCU) or Western Connecticut State University (WSCU, as well as other individuals representing the CSCU. Certain exceptions to these guidelines may apply depending upon the applicable collective bargaining agreement.

### 2.0 TRAVEL COMPONENTS

Out-of-state or foreign travel is composed of:

1. Approval via submission of a Travel Authorization.
2. The actual trip.

3. Actual expenses incurred by the traveler must be submitted to the Travel Office/ Business Office within 30 calendar days of completion of the trip. Any forms submitted after the above timeframes may be returned without reimbursement, encumbered funds may be released (if applicable), and the conditions of the travel agreement may be invoked.

In-state travel is composed of:

1. Approval via submission of a Travel Authorization.  
*Note:* Mileage only or any non-mileage expense of \$50 or less per trip does not require submission of a Travel Authorization. A current certificate of insurance must be on file in the Travel Office with minimum liabilities met (refer to section "Insurance and Use of Personally Owned Vehicle" on page 4 for detailed information). Reimbursement is made via submission of a Travel Reimbursement form within 30 calendar days after the end of the month. Any forms submitted after this timeframe may be returned without reimbursement.
2. The actual trip.
3. Actual expenses incurred by the traveler must be submitted to the Travel Office within 30 calendar days of completion of the trip. Any forms submitted after the above timeframes may be returned without reimbursement, encumbered funds may be released, and the conditions of the travel agreement may be invoked.

Note: Expenses that are incurred before travel is approved are the responsibility of the traveler should the travel be disallowed.

### 3.0 TRAVEL DEFINITIONS

"In-state Travel" means travel within the state of Connecticut.

"Out-of-state Travel" means non-foreign travel outside of the state of Connecticut.

"Non-Foreign Travel" means travel to and within the following areas: the 48 contiguous states making up the United States of America; Washington, DC; Alaska; Hawaii.

"Foreign Travel" means travel to and within any areas not designated as "Non-Foreign".

"Official Duty Station" means the building or other fixed location at which an employee reports for duty. This location may be a state-owned or leased facility or designated property approved by the Chancellor or President.

"Reimbursable Expenses" mean those expenses essential to transacting official business, including travel, meals, lodging, taxes, and business costs.

"Travel," means all necessary official transportation via rail, airline, bus, taxi, or car.

#### 4.0 TRAVEL AUTHORIZATION

An approved Travel Authorization is required for:

- ❖ out-of-state travel at “no cost to the CSCU”. Appropriate auto insurance must be on file in the Travel Office if using a personally owned vehicle (see page 4).
- ❖ all out-of-state and foreign travel.
- ❖ in-state travel involving any non-mileage expense greater than \$50.00 per trip.

any travel related P-Card purchases An approved Travel Authorization must be submitted to the Travel Office **prior to travel**. Failure to submit the approved Travel Authorization at least two (2) weeks prior to travel may mean that the travel office may be unable to render advances or prepayments as requested.

A Travel Authorization received in the Travel Office after the travel has commenced, may not be covered or reimbursable. Any late submission must be documented on the Policy Exception Request form (Exhibit A) and approved by the traveler’s supervisor before consideration of the Exception by the Travel Office in consult with the Vice President/Vice Chancellor of Finance & Administration or Chief Financial Officer or designee on a case-by-case basis.

For in-state travel which is mileage only, or non-mileage in-state travel in an amount of \$50.00 per trip or less, the submission of a Travel Reimbursement form approved by department head, along with a filed insurance document (if travel is by privately owned automobile) is sufficient proof that the individual is on State Business and prior written authorization is unnecessary.

It is the responsibility of the traveler to ensure that appropriate coverage arrangements have been made where needed (e.g., for classroom coverage, etc.).

#### 5.0 TRAVEL AUTHORIZATION - SUPPORTING DOCUMENTATION

Copies of all relevant documentation must be attached to the Travel Authorization as substantiating information to the travel expenses requested. This includes copies of the conference bulletin or announcement showing the name, location and inclusive dates of the conference, registration fee, and conference hotel fee schedule (if applicable).

#### 6.0 EXCEPTION REQUEST FORM

A policy exception request form may be submitted to justify reimbursement of expenses not addressed specifically in this manual. It must have a valid justification for the expense to be considered for reimbursement. The policy exception request form must be signed by the traveler and approved by the designated authority level.

## 7.0 REQUIRED APPROVALS

Required approvals for Travel Authorizations, and the responsibilities carried by the signatories and approvers, are as follows:

1. **Traveler's signature.** By signing the Travel Authorization, the traveler is certifying that the travel is necessary to the business of CSCU; the estimated expenditures are reasonable, proper, and in compliance with travel policies; and no personal expenditures are included. The traveler is also recognizing that the actual reimbursement paid may be less than the estimate shown on the Travel Authorization depending on the actual expenditures as verified by supporting documentation or on the amount of funding approved.
2. **Supervisor's/Approving Authority's signature.** By signing the Travel Authorization, the supervisor/approving authority is certifying that he/she is aware that the travel is necessary to the business of CSCU, the estimated expenditures listed are reasonable and necessary, and that arrangements have been made to cover position requirements in the traveler's absence.
3. **Budget Authority's signature.** By signing the Travel Authorization, the budget authority is certifying that funds are available in the amount of the Travel Authorization. The budget authority is authorized and has the option of declining all or a portion of the submitted trip.
4. **Travel Office authorization.** It is the travel office's responsibility to verify that all proper supporting documents are attached to the Travel Authorization, and that all figures and requests are in compliance with travel policies. The travel office has the authority to decline all or a portion of the submitted trip based on non-compliance with published travel procedures.

## 8.0 PREFERRED PAYMENT METHOD FOR TRAVEL EXPENSES

If a traveler is deemed as a frequent traveler, defined as staff that travels more than 5 times a month and an expense occurs during travel, a PCard may, at the campus discretion, be issued to them to pay for travel expenses excluding any personal auto expenses. The traveler needs to follow all applicable PCard, CSCU and their official duty institutions procedures while using their card during travel.

## 9.0 TRAVEL ADVANCE

It is possible to request an advance for expenses if funds are available. Requests for a travel advance must be indicated on the Travel Authorization along with the amount requested and **must** be received in the Travel Office at least **two (2) weeks prior to departure**. Advances are restricted to 80% of the total approved for reimbursement on the Travel Authorization exclusive of airfare or rail purchased through the current State Travel Agent or any other CSCU prepayments, and must be in excess of \$100.00.

The travel advance will be received by the traveler approximately three business days prior to departure either by ACH (direct deposit) or check.

A Travel Advance Agreement must be signed by the requesting traveler prior to or upon receipt of these funds. The agreement states that the traveler will submit a completed Travel

Reimbursement form with the required documentation to the Travel Office within thirty (30) calendar days after completion of the trip. If the advance was greater than the total expenditure, the traveler will return the excess to the Travel Office with the completed Travel Reimbursement form. The check should be made payable to the traveler's institution ("Central Connecticut State University", "Eastern Connecticut State University", "Western Connecticut State University", "Southern Connecticut State University"; or, for the System Office, "CSCU System Office," "Connecticut State Community College) that issued the travel advance. Receipt of a travel advance does not exempt the traveler from filing a Travel Reimbursement form. Advances will not be given when a traveler has an outstanding advance or has an outstanding travel reimbursement which has been due for 30 calendar days or more. The request will be held until such time as the outstanding balance has been paid or a reimbursement request has been filed with the Travel Office. Also, the Internal Revenue Service requires that advances that remain outstanding for more than 120 days be added to a traveler's taxable compensation.

#### 10.0 TRAVEL AUTHORIZATION REVISIONS

Revisions of Travel Authorizations are not necessary for inconsequential additions or deletions (less than 10% of the original approved Travel Authorization). Revisions are required if the total qualifying cost of the actual trip exceeds 10% of the approved Travel Authorization, subject to fund limitations. Revised Travel Authorizations require signatures only for new funding sources or increases in funding amounts.

The originally approved Travel Authorization number must be indicated on the revision. A revised Travel Authorization must be submitted with the exact amount of reimbursement expected along with the completed Travel Reimbursement form and its supporting documentation. The Travel Authorization will not be processed in the event that funds are not available.

#### 11.0 TRAVEL AUTHORIZATION CANCELLATION

Cancellation of an approved Travel Authorization must be made in writing or by e-mail to the Travel Office. This must be done to release encumbered travel monies, if applicable. Any non-cancelable costs of the trip will be the personal responsibility of the traveler unless the reason for cancellation is approved by the traveler's supervisor.

It is the traveler's responsibility to ensure that airline or rail tickets are canceled with the current State Travel Agent or travel agent used. Any unused tickets or portions thereof which were purchased through the current State Travel Agent shall be returned immediately to the Travel Office for possible credit or reuse.

#### 12.0 INSURANCE AND USE OF PERSONALLY-OWNED VEHICLE

##### **A. Insurance**

Travelers authorized to travel on State business using their personal vehicle must submit to the Travel Office, prior to reimbursement, a copy of the Declaration Page of the insurance policy which covers the vehicle(s) to be used. The Declaration Page must show the policy limits, the names of the insured, and the effective dates of coverage, and must meet the minimum liability of insurance required by the State of Connecticut's

regulations governing the use of personally owned vehicles used for State business as published by DAS Fleet Operations (General Letter 115).

Those minimums currently are:

- Bodily Injury Liability: \$50,000 each person/\$100,000 each occurrence;
- Property Damage: \$5,000.
- Alternatively, in lieu of the above, a combined \$105,000 minimum for
- bodily injury and property damage is acceptable.

Certain exceptions to these guidelines may apply depending upon the applicable collective bargaining agreement.

Mileage reimbursements will not be processed without a copy of the Declaration Page of the appropriate insurance policy (that which covers the date(s) of travel) being on file with the Travel Office to establish that minimum liabilities have been satisfied. An insurance card is unacceptable proof of minimum liabilities since the limits of coverage are not shown on the card.

#### **B. Rate of Reimbursement**

The rate of reimbursement for personal mileage includes reimbursement for all costs of operation, including, but not limited to, gas, oil, and wear and tear. Parking fees and tolls necessarily paid by the traveler may be reimbursed separately. Charges for road service, repairs, towage and other similar expenses are not reimbursable.

In cases where air, bus or rail travel is utilized, personal mileage to and from the airport, depot or station will be reimbursed (provided that a copy of the Declaration Page of the employee's insurance policy is on file with the Travel Office and minimum insurance coverage requirements have been satisfied).

Mileage or rail reimbursement cannot exceed lowest available airfare to the same destination. Any comparisons to airfares, for any purpose, will be based upon assumed flight origin at Bradley International Airport. Additional meals and other travel expenses due to the use of an automobile or rail, in lieu of public transportation, are allowed up to the cost of airfare to the same destination; but will not be allowed if their inclusion would raise the cost of the automobile trip above the airfare or rail to the same destination.

Additional reimbursements may be made in accordance with applicable collective bargaining agreements.

#### **C. Determination of Mileage**

For all travel except that between the CSUS universities and the System Office, mileage from point-to-point will be determined through the use of MapQuest, Google Maps, or equivalent web site. A copy of the mileage (start to finish) must be submitted with the

travel reimbursement request, except for travel between the CSUS Universities and the System Office. Reimbursements will not be processed without this documentation.

For travel between the CSCU Campuses, the following mileage chart should be utilized

FROM / TO	BOR	CCSU	ECSU	SCSU	WCSU	ASUN TUCK	CAPITAL	CHARTER OAK	GATE WAY	HOUSA TONIC	MANCH ESTER	MIDDLE SEX	NAUGA TUCK	NORTH WESTERN	NOR WALK	QUINE BAUG	THREE RIVERS	TUNXIS	ADDRESS
CSCU SYSTEM, Hartford	0	10	29	39	56	21	2	10	42	57	9	22	31	25	73	49	43	13	61 Woodland Street, Hartford, CT 06105
CENTRAL CSU, New Britain	10	0	37	35	48	28	10	1	37	52	16	19	24	26	68	57	51	7	1615 Stanley Stree, New Britain, CT 06
EASTERN CSU, Willimantic	29	37	0	62	86	45	28	34	64	80	23	33	60	53	96	22	18	41	83 Windham Street, Willimantic, CT 06226
SOUTHERN CSU, New Haven	39	35	62	0	34	55	36	32	3	20	41	28	21	50	35	84	54	36	501 Crescent Street, New Haven, CT 06515
WESTERN CSU-M, Danbury	56	48	86	34	0	74	58	50	34	28	62	52	25	54	26	103	95	47	181 White Street, Danbury, CT
ASNUNTUCK CC, Enfield	21	28	45	74	55	0	20	27	57	73	23	38	50	34	89	45	58	32	170 Elm Street, Enfield, CT 06082
CAPITAL CC, Hartford	2	10	28	36	58	20	0	10	40	55	8	21	32	25	71	47	41	14	950 Main Street, Hartford, CT 06105
CHARTER OAK, N.Britain	10	1	34	50	32	27	10	0	37	49	13	19	25	31	65	53	44	10	55 Paul Manafort Dr, New Britain, CT 06053
GATEWAY CC, New Haven	41	37	64	34	3	57	40	37	0	20	43	28	24	56	35	82	54	40	20 Church Street, New Haven, CT 06515
HOUSATONIC CC, Bridgeport	59	52	80	28	20	73	55	49	20	0	61	47	31	59	16	100	72	51	800 Lafayette Blvd, Bridgeport, CT 06604
MANCHESTER CC, Manchester	10	16	23	62	41	23	8	13	43	61	0	24	38	32	75	43	40	19	Great Path, Manchester, CT 06042
MIDDLESEX CC, Middletown	23	19	33	52	28	38	21	19	28	47	24	0	28	44	62	73	44	23	100 Training Hill Road, Middletown, CT 06457
NAUGATUCK CC, Waterbury	31	24	60	25	21	50	32	25	24	31	38	28	0	30	48	78	70	23	750 Chase Parkway, Waterbury, CT
NORTHWESTERN CC, Winsted	24	26	53	54	54	34	25	31	56	59	32	44	30	0	74	72	66	21	Park Place East, Winsted, CT
NORWALK CC, Norwalk	73	68	96	26	35	89	71	65	35	16	75	62	48	74	0	115	87	66	188 Richards Ave, Norwalk, CT
QUINEBAUG CC, Danielson	49	57	22	103	84	45	47	53	82	100	43	73	78	72	115	0	30	60	742 Upper Maple Street, Danielson, CT
THREE RIVERS CC, Norwich	43	51	18	95	95	58	41	44	54	72	40	44	70	66	87	30	0	54	3 River Ave., Norwich, CT 06360
TUNXIS CC, Farmington	13	7	41	47	36	32	14	10	40	51	19	23	23	21	66	60	54	0	271 Scott Swamp Rd., Farmington, CT 06032

For Western Connecticut State University travelers – travel between campuses is not reimbursable.

When submitting reimbursement requests which include travel to more than one location within a single town or city, each location within the town or city to which the traveler went must be identified and the mileage between the various locations must be disclosed.

Transportation of any kind between an employee’s home and official duty station is not reimbursable, with the exception of part-time supervising faculty (e.g. student teaching supervisors, cooperating student supervisors, clinical education supervisors).

If the use of a personally-owned motor vehicle by an employee is authorized to be used for official state business on the employee’s fixed regularly-scheduled work day, and the employee leaves from and returns to his/her home rather than his/her duty station, the employee shall be reimbursed at an established mileage rate for travel on official state business less his/her commute from home to his/her official duty station as per MapQuest, unless another method of calculating mileage has been provided under the applicable collective bargaining agreement.

Telework mileage conditions shall be reimbursed at an established mileage rate for travel on official state business less their commute to their official duty station. Example, home is Hartford commute to official duty station, New Britain. Traveler needs to go to New Haven. The traveler should subtract the mileage reimbursement by their commute mileage (Hartford to New Britain).



### 13.0 AIRFARE TRAVEL

All airline and rail service may be booked through any available outlet. Employees should purchase the lowest commercial fare available. The definition of the lowest commercial fare is the least costly, coach-class fare that uses a regularly scheduled commercial carrier. In selecting a commercial fare, travelers should not consider their preferences for airline, type of aircraft or connecting airports but instead should choose the lowest reasonable commercial fare. Travelers may not insist on non-stop flights; as a trip may require one plane transfer both departing and returning to meet the lowest fare requirements.

Prior to booking airfare, a Travel Authorization number must be obtained from the University or Shared Services Travel Office. If using the State Travel Agent, reservations will not be made without this number. You will also be required to give your name, agency name and number, employee number, and home and work telephone numbers to the Agent. Be sure to type your assigned number on the Travel Authorization form (upper right hand corner). Prior to reserving any new airline tickets, all unused unexpired airline tickets previously purchased by the University, College or System Office must be used whenever possible. Sufficient lead-time of two (2) weeks is necessary to secure tickets purchased through the current State Travel Agent. Use of electronic ticketing is required whenever possible.

When booking online trip packages through Expedia, Travelocity, Orbitz, or any other online booking agent, a cost breakdown of each travel component, such as airfare, lodging and car rental, is required.

Special travel arrangements that result in net savings to the CSCU are permissible. That is, a traveler may be reimbursed for expenses such as extra days of lodging, meals, and other additional costs, if the traveler can document that the total cost of the trip is lower than it would otherwise have been.

Any difference in cost for class upgrade will be at the expense of the traveler, except where first class or business class travel is approved, as described below.

The use of first class and business class is by exception only; however, in the case of an exception, the following must be adhered to:

- Business class rather than first class must be used whenever available.
- First class is only to be used when business class is not available.
- Use of business class or first class requires the CSCU President, College President, University President or designee's original signature and written justification for the exception, submitted on the Policy Exception Request form (Exhibit A).
- Total flight time (from point of departure to destination - actual time in the air) must be a total of six (6) hours or more.
- A copy of the flight itinerary must be attached to the Travel Authorization in order to verify flight time.

A traveler may be reimbursed for the actual and necessary expense incurred for changing flight plans, subject to the approval of the fund manager. It is the responsibility of the traveler to substantiate that the charges were necessary and proper, and to obtain the appropriate approvals. Any additional charge for changing flight plans due to personal reasons or for the convenience of the traveler may be borne by the traveler.

Any service fees or processing fees charged to the traveler in conjunction with the purchase of airfare will be reimbursed to the traveler by the University or System Office.

The University or System Office will not reimburse travelers for airline tickets that had no cost, such as "free" tickets earned on frequent flier or other incentive programs.

Additional flight insurance is not reimbursable through the University, College or System Office. All extra expenses, e.g., upgrades, early bird check-in, paid seats, etc. are not reimbursable expenses.

Airline and other travel supplier a la carte services that are for personal use (e.g., movies, personal on-board shopping, alcohol, etc.) are not reimbursable and must be paid for by the traveler.

#### 14.0 BAGGAGE FEES

Baggage fees will be reimbursed for one (1) piece of checked baggage each way.

If a traveler is not charged for the first piece of checked baggage, the State will not allow reimbursement for additional pieces unless an appropriate business purpose is provided.

Excess weight charges will not be reimbursed.

Receipts are required for any baggage fees.

#### 15.0 RAIL TRAVEL

Reimbursement and purchase if using PCard for all rail travel will be at the lowest coach available rate. Standard coach accommodations will be provided for rail journeys less than six hours duration. First class fare will not be allowed unless the continuous rail journey is more than six hours in duration.

Travel via an express train, e.g., the Acela, is not a reimbursable expense beyond the cost of the lowest cost option mode of rail travel. Comparison documentation must be provided prior to the trip.

Rail travel amount indicated on the Travel Authorization should include the cost of overnight roomette accommodations, when applicable. Do not use the lodging block for this cost. Indicate by inserting the word "Roomette" next to "Rail".

Travelers should use the least expensive mode of travel to their departure or return

airport/train, which may include a personal vehicle, rented vehicle, taxi, or shuttle service.

#### 16.0 CAR RENTAL

The request to rent a vehicle must be justified in writing and will be considered if public transportation is unavailable or if automobile rental results in a cost savings, which must be documented by the traveler and included as part of the justification on a Policy Exception Request form (Exhibit A).

If a traveler is staying at a conference location, rental vehicles are not normally allowed as staying at the conference location eliminates the need for transportation other than to/from the airport.

State employees renting a vehicle for use on state business shall use the existing state contract for vehicle rental. The current agreement with Enterprise Rent-A-Car under contract does not require the purchase of any additional insurance. However, if the traveler is not renting a vehicle under the current state contract and, instead, is renting a vehicle from another car rental agency (due to unavailability of vehicle rental from Enterprise, or significant cost savings to the state is realized), collision and liability insurance should be purchased or if using the pcard the purchase of collision insurance may be waived as it is included in the pcard program. However, if using a pcard, the traveler **\*MUST\*** obtain liability coverage directly from the vendor.

The size and class of the rented vehicle should be reasonable and appropriate for the number of authorized passengers employed by the University, College or System Office or student of the University. Travelers should only rent vehicles in the following classes: Economy, Compact, Intermediate, Standard, Full Size, Mini-Van, Cargo Van, and Pick-up Truck. Travelers may not rent vehicles in the following classes without justification and prior written approval from the appropriate Department Head, Director, or Dean: Premium, Luxury, Small Sport Utility, or Large Sport Utility.

The University, College or System Office will not pay for penalties, fines, fees, fuel service, fuel surcharges, or extra cost options.

Travelers must submit the car rental agreement indicating the class of vehicle selected, and gasoline receipts, with their Travel Reimbursement Form. The receipt must show payment, including the rental agreement number, mileage in and mileage out. Credit card receipts are not sufficient for reimbursement.

#### 17.0 OTHER TRANSPORTATION

Reasonable use of taxis, airport shuttles and similar transport to and from the airport or common carrier terminal and the conference site will be reimbursed at cost if included on the Travel Authorization. The lowest cost option should be chosen.

Cost of taxis to and from places of lodging to take meals or participate in non-conference related events, is part of the incidental expenses component of the meal per diem and is not a reimbursable expense. (see Meal Reimbursement and Incidental Expenses section, page 10)

### 18.0 LODGING

A University, College or System Office traveler is normally not entitled to lodging when travel distance is less than seventy-five miles one way. Exceptions to this policy will be at the discretion of the appropriate senior manager (Vice President/Chief or above) after reviewing and approving the justification provided by the traveler. (Use Policy Exception Request Form Exhibit A).

Lodging costs may be reimbursed or reserved via PCard at the single room rate up to the actual amount incurred by the traveler. The traveler should make every effort to obtain the lowest-cost lodging possible. In the case of a conference, each University, College or System Office may choose to permit the employee to stay at the conference hotel instead of seeking the lowest rate available.

All claims for lodging, with or without meals, must be supported by:

- An original itemized receipt showing a zero balance or
- An itemized receipt showing a zero balance faxed or e-mailed directly to the Travel Office by the hotel

All receipts must be itemized showing the dates, room rate and applicable taxes, a zero balance and the traveler's name(s). If a zero balance is not shown, the credit card statement with the traveler's name, along with the original lodging receipt will be acceptable proof of payment. A confirmation is not proof of payment and a credit card statement alone does not satisfy the receipt requirement.

Under no circumstances will lodging be paid for a guest or spouse unless they are also traveling on approved University, College or System Office business.

Lodging is a reimbursement and is, therefore, not considered reportable wages. (This pertains also to transportation, registration fees, parking charges, mileage, tolls and telephone charges.)

If an employee stays with friends or relatives while on official state business, no reimbursement for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.

### 19.0 MEAL REIMBURSEMENT AND INCIDENTAL EXPENSES

Reimbursement for meals and incidentals will be based on current General Service Administration (GSA) rate broken down as specified in the "Federal Travel Regulations, Allocation of M&IE Rates to be Used in Making Deductions from the M&IE Allowance" as per Exhibit E Appendix A for continental United States travel and Exhibit E Appendix B for all other travel; or appropriate collective bargaining agreement. To obtain the most up to date Meals and Incidental Expenses (M&IE) Allowance please refer to [www.gsa.gov \(https://www.gsa.gov/travel/plan-book/per-diem-rates?topnav=hpfeature\)](https://www.gsa.gov/travel/plan-book/per-diem-rates?topnav=hpfeature) .

In-state meal allowances are not authorized within the limits of any employee’s official duty station. In-state meal reimbursement is not authorized for travel within the CSCU (excluding grants). For in-state travel, the meal policy is as follows:

- One-day Seminars/Workshops/Conferences – No meal reimbursement will be allowed unless it is included in the registration fee, or, if charged separately, the meal is considered a formal part of the conference (e.g., awards luncheon with keynote speaker).
- Overnight Seminars/Workshops/Conferences – When the registration fee for a conference includes a meal(s), it must be noted on the Travel Authorization and the daily subsistence allowance must be reduced accordingly. Deduction is based on the Allocation of Meal & Incidental Expenses rates, as per Exhibit E. An exception will be made for the following:
  - Continental Breakfast – When only a continental breakfast is served, reimbursement for breakfast will be provided.
  - Reception – If there is only a reception provided in the evening, reimbursement for dinner will be provided.

For other than the above-specified instances, the following policy applies:

If a traveler is on a recruitment trip but is not hosting a candidate, the traveler may be reimbursed for meals up to the GSA rate.

For both in-state and out-of-state meal reimbursement, eligibility for meal allowance reimbursement is determined by the following schedule:

When travel is:		Your allowance is
More than 12 but less than 24 hours		75% of the applicable M & IE rate
24 hours or more, on:	The day of departure	75% of the applicable M & IE rate
	Full days of travel	100% of the applicable M & IE rate
	The last day of travel	75% of the applicable M & IE rate

For example, if a traveler departs at 7 AM (no overnight stay involved) does not receive any meals as part of the conference registration fee and returns home anytime prior to 7 PM, no reimbursement for meals is allowed.

If a traveler departs at 7 AM (no overnight stay involved), does not receive any meals as part of the conference registration fee and returns home anytime after 7 PM, the traveler will receive 75% of the destination M & IE rate.

If a traveler departs for a conference at 7 AM (no overnight stay involved) and receives lunch as part of the conference registration fee and returns home anytime after 7 PM, the traveler will receive the following reimbursement for that day’s travel.

Assume: Per diem = \$42 (\$9 breakfast, \$9 lunch, \$22 dinner, \$2 incidentals)  
 Calculation of reimbursement is  $\$42 \times .75 = \$31.50$ , less \$9 = \$22.50

In the case of a traveler claiming actual meal expenses documented with receipts, for both in-state and out-of-state meal reimbursement, eligibility for meal allowance reimbursement on the days of departure and return is determined by the departure and/or arrival time according to the following schedule:

- Breakfast: Departure from Official Duty Station or home **BEFORE** 7:00 a.m.  
Arrival at Official Duty Station or home **AFTER** 9:00 a.m.
- Lunch: Departure from Official Duty Station or home **BEFORE** 11:00 a.m.  
Arrival at Official Duty Station or home **AFTER** 2:00 p.m.
- Dinner: Departure from Official Duty Station or home **BEFORE** 5:00 p.m.  
Arrival at Official Duty Station or home **AFTER** 7:00 p.m.

Computation of meal allowances for travel greater than twenty-four (24) hours is made in the following manner:

1. Day Travel Begins:

- a) if lodging is required, use 75% of the applicable Meal and Incidental Expenses (M&IE) rate prescribed for the location of the lodging.

*EXAMPLE: The traveler is traveling from Hartford overseas to Hungary, and must change planes in Paris. The flight from Paris to Hungary does not leave until the next day. Therefore, the traveler must stay overnight in Paris. The maximum M&IE rate for Paris is \$50.00, and the maximum M&IE rate for Hungary is \$40.00. The maximum M&IE rate used by the traveler in this situation for the first day of travel (Hartford to Paris) is  $\$50.00 \times .75 = \$37.50$ .*

- b) if lodging is not required, the per diem allowable is 75% of the destination M&IE rate.

*EXAMPLE: The traveler is traveling from Hartford to Los Angeles via Amtrak. The train travels all night, with no overnight stop involved. The per diem allowable is 75% of the M&IE rate for Los Angeles.*

2. Full Calendar Days of Travel:

- a) if lodging is required, use applicable M&IE rate prescribed for the location of the lodging

*EXAMPLE: The traveler is attending a conference in Princeton, NJ (M&IE rate of \$34.00), but the traveler's hotel is located in Edison, NJ (M&IE rate of \$38.00). The allowable per diem for the traveler is the Edison rate, or \$38.00.*

- b) if lodging is not required, the per diem allowable is the destination M&IE rate

*EXAMPLE: The traveler is traveling from Vienna to Istanbul on the Orient Express. The train travels all day and night, with no overnight stop involved, the employee has the option to purchase a roomette car, however, the per diem allowable is the M&IE rate for Istanbul.*

3. Returning from Travel:

- a) if lodging is required at an en route location, use the applicable M&IE rate prescribed for the location of the lodging

*EXAMPLE: The traveler is traveling from Hungary back to Hartford, and must change planes in Paris. The flight from Paris to Hartford does not leave until the next day. Therefore, the traveler must stay overnight in Paris. The maximum M&IE rate for Paris is \$50.00, and the maximum M&IE rate for Hungary is \$40.00. The maximum M&IE rate used by the traveler in this situation for this day of travel (Hungary to Paris) is the Paris rate, \$50.00.*

- b) if lodging is not required, the allowable per diem is the M&IE rate used on the preceding calendar day

*EXAMPLE: The traveler is returning from Hungary to Hartford. The return flight takes all night, arriving the next morning, but no interim lodging is required because the traveler is in the air. The allowable per diem is the M&IE rate for Hungary.*

- c) on the day travel ends, the allowable per diem is 75% of the M&IE rate used on the preceding calendar day, prorated as provided above

*EXAMPLE: The traveler is returning from San Diego to Hartford. The trip takes one afternoon. The allowable per diem is 75% of the M&IE rate for San Diego.*

Maximum applicable rates for meals and incidental expenses allowed include tax and gratuities. GSA per diem rates are available on the Internet at [www.gsa.gov](http://www.gsa.gov). Consult this web site to determine the applicable per diem rate for the specific locality.

Meal reimbursement may be claimed in two different manners:

- up to the allowable per diem (no receipts)
- actual expenses as documented with original itemized receipts for all meals. If an itemized receipt is not submitted the expense will be denied.

The same method must be used for the entire travel period.

Per Diem payments at or below the federal rate are non-reportable. Actual meal expenses are also non-reportable if they fall at or below the per diem rate. Any actual meal expenses reimbursed that exceed the federal per diem rate are considered reportable wages and are subject to withholding and the payment of employment taxes.

When the registration fee for a conference includes a meal(s), it must be noted on the Travel Authorization and the daily subsistence allowance must be reduced accordingly. Deduction is based on the Allocation of Meal & Incidental Expenses rates, as per Exhibit E. An exception will be made for the following:

- Continental Breakfast – When only a continental breakfast is served, reimbursement for breakfast will be provided
- Reception – If there is only a reception provided in the evening, reimbursement for dinner will be provided

Incidental expenses are part of the meal per diem and include:

- fees and tips for porters, bellhops, hotel maids, stewards or stewardesses and others on vessels and hotel servants in foreign countries. Note that tips are voluntary and based upon judgment; therefore tips exceeding the incidental expense allowance will not be reimbursed
- laundry and cleaning and pressing of clothing
- transportation between places of lodging and where meals are taken
- Expenses for liquor (including beer and wine) and floor cover charges billed with food are not reimbursable.

Out of state travel meals are only permitted while hosting guests and staff if using a CSCU Pcard or actuals expenses for reimbursement, a justification is documented and the following is met:

- For Pcard- Purchasing meal expenses for guests and staff are restricted to meetings held for the entertaining of guests and staff while on CSCU official business as part of their official capacity and pre-approval from a supervisor and /or senior leadership has been received in writing. Meal expense is limited to \$50 per person an exception can be granted if approved by senior leadership. Expenses for alcoholic beverages is not allowable. At the conclusion of the meal, the cardholder must obtain an itemized bill from the restaurant and list the names of the attendees on the receipt, which is to be attached to a Purchasing Card Documentation form as well as the travel authorization/reimbursement packet.
- For actuals- Purchasing meal expenses for guests and staff are restricted to meetings held for the entertaining of guests and staff while on CSCU official business as part of their official capacity and pre-approval from a supervisor and /or senior leadership has been received in writing. Meal expense is limited to \$50 per person an exception can be granted if approved by senior leadership. Expenses for alcoholic beverages is not allowable. At the conclusion of the meal, the cardholder must obtain an itemized bill from the restaurant and list the names of the attendees on the receipt, which is to be attached to travel authorization/ reimbursement packet.



## 20.0 ALLOWABLE REIMBURSEMENT

For non-foreign out-of-state travel, reimbursement of expenses is allowed for one travel day preceding a conference and for one travel day following the conference. For example, the conference starts on Monday and travel begins on Sunday, reimbursement is made for the travel day, which is Sunday. However, if the same conference begins on Monday and travel begins on the proceeding Friday, reimbursement is made for the travel day, which is Friday. There will be no reimbursement of expenses for Saturday and Sunday preceding the conference. The same applies for travel following the conference.

If an exception to the rule is to be considered, the employee must clearly show a cost savings as a result of arriving at the destination earlier or leaving the conference site later than the one day before or after the conference dates. Proof of cost savings on same date of booking and from same source must be provided or the exception will not be reimbursable.

Travel must be by the most direct route possible and any employee traveling by an indirect route must assume any additional expenses incurred.

## 21.0 COMBINED BUSINESS AND PERSONAL TIME

When combining personal pursuits with business on a trip, indicate the dates (and location, if alternate destination routing) of the personal time on the Travel Authorization. In cases where this can be arranged, it is understood that the employee will be responsible for the additional costs incurred as a result of the alternate site routing and notation must be made on the Travel Authorization of that cost. Reimbursement of expenses on those dates is NOT allowable. To determine the additional cost of alternate site routing, the traveler must provide a quotation of the cost of round-trip airfare directly to and from the business destination. Quotations must be from the same source on the same day that travel is booked. (e.g., travel agency, internet website) The difference between the cost of the round-trip airfare including the alternate site routing versus the cost of the round-trip airfare directly to and from the business destination constitutes the additional cost of alternate site routing.

## 22.0 TELEPHONE, INTERNET, COMPUTER AND BUSINESS CHARGES

Charges for telephone calls made for official University or System Office business while traveling is reimbursable, unless the employee has a University, College or System Office issued device or cell phone stipend that includes a voice tier option.

Travelers will receive reimbursement for charges for internet services, use of a fax machine, use of a computer and other similar business services while conducting University, College or System Office business. An original receipt with a zero balance is required for these reimbursements.

## 23.0 PARKING PERMITS

Parking charges for airports and other parking facilities are reimbursable; proof of payment is required. If applicable, a PCard should be used and a receipt should be attached to a Purchasing Card Documentation form as well as the travel authorization/reimbursement packet. Employees should seek the lowest fee in the area they are parking.

While parking at Bradley International Airport, the parking garage is prohibited. Employees must park at an open lot area.

The traveler is responsible to pay for any additional charges over the authorized travel period for personal days during their business trip.

#### 24.0 CONFERENCE AND REGISTRATION FEES

A PCard is the preferred way to purchase conference and registration fees. However, It is possible to have the University, College or System Office prepay a conference fee if requested on the Travel Authorization and received at least two (2) weeks prior to the sponsoring organization's payment due date. Supporting documentation attached to the Travel Authorization must show this fee. The completed registration form must be attached to the Travel Authorization and the organization's Federal Employee Identification Number (FEIN) **must** be indicated on the Travel Authorization. A W-9 may need to be obtained to issue payment to the vendor.

No reimbursement can be made for any social events or tours not related directly to the purpose of the trip.

If any meals are included in the registration fee, please refer to the Meal Reimbursement and Incidental Expenses section (page 10).

#### 25.0 TRAVEL REIMBURSEMENT - SUPPORTING DOCUMENTATION

Travelers should submit a Travel Reimbursement Form with all applicable legible receipts. No claims are to be filed for reimbursement of expenses without documenting the actual expenditure and must not be reimbursed until the trip has been completed. Each expenditure must be supported by a paid receipt.

Travelers must submit their I air ticket itinerary and receipt, rail or bus ticket stubs to the Travel Reimbursement form **regardless if reimbursement is claimed or unclaimed**. All receipts need to show proof of payment.

When booking online trip packages through Expedia, Travelocity, Orbitz, or any other online booking agent, a cost breakdown of each travel component, such as airfare, lodging and car rental is required.

All claims for lodging must be supported with an itemized receipt indicating the date and amount expended, regardless of cost. Under no circumstances will lodging be paid for a guest or spouse unless they are also traveling on approved University or System Office business. Itemized expenses must be listed in detail.

Regardless of cost, proof of registration fee payment for a workshop or conference is required. Acceptable forms can include:

- A paid receipt
- A receipt faxed or e-mailed directly to the Travel office by the sponsoring organization

- A copy of both sides (face and endorsement side) of a cancelled check or the original cancelled check
- A copy of a bank statement or a printed electronic bank statement along with a copy (photocopy or duplicate check copy) of the front side of the check.
- A print-out of a web-banking statement indicating the payee and amount paid.

Waiting for a cancelled check or bank statement delays reimbursement. It would be more prudent to request a receipt at the conference site. If the University, College or System Office prepays the registration, receipts are not required.

If any of the required receipts are missing or lost, a Policy Exception Request (see Exhibit A) must be attached to the Travel Reimbursement form.

All claims for reimbursement must have personal bank account numbers and credit card numbers made illegible on documentation for your personal protection.

Altered receipts will not be reimbursed.

Failure to submit a Travel Reimbursement form will jeopardize an individual's ability to obtain further advances or reimbursements for subsequent trips.

If partial funding for the travel is made available from sources other than the University, College or System Office (e.g., an organization or foundation), the traveler must provide proof of which expenses are provided from that source.

#### 26.0 LIMITATIONS OF REIMBURSEMENT

Costs for tickets, guest meals and similar extraordinary expenses will not be reimbursed unless such charges relate directly to the purpose of the trip and are on the approved Travel Authorization.

Expenditures for non-business related personal expenses such as theater tickets, entertainment, toiletries and alcohol are not reimbursable.

Reimbursement is made for actual expenses only and may differ from the estimated costs on the Travel Authorization.

Transportation of any kind between an employee's home and official duty station is not reimbursable, with the exception of part-time supervising faculty (e.g. student teaching supervisors, cooperating student supervisors, clinical education supervisors).

Occasionally, an employee may purchase books or conference materials at a conference or workshop that was not included on the original Travel Authorization. A revised Travel Authorization may be required.

#### 27.0 FOREIGN TRAVEL REIMBURSEMENT

All of the above travel policies apply when undertaking foreign travel. Persons in travel status in "Foreign" areas as defined on page 1 may be reimbursed for the reasonable expenses associated with their travel. Such expenses include, but are not limited to, the cost of:

- visa
- inoculations

- currency exchange
- airport taxes
- departure taxes
- prepaid calling cards (prepaid cell phones are not reimbursable)
- excess baggage

Indication must be made on the Travel Reimbursement form of the exchange rate(s) used to convert foreign receipts to U.S. currency. If the original documentation of exchange rate(s) is not available for submission with the travel reimbursement form, the exchange rate applicable on the last day of travel in each different country will be used. This information, along with a currency converter, is available on the following web site:

<http://www.oanda.com/convert/classic?user=onlineconversion&lang=en>

All receipts paid by the traveler using foreign currency must clearly indicate the foreign currency type. If the receipt does not indicate the foreign currency type, the traveler should handwrite it in.

A copy of the currency conversion from the website for each receipt must be submitted with the travel reimbursement request. Reimbursements will not be processed without this documentation.

The Interbank Rate plus zero will be used for reimbursement. If a charge card is used the statement must be submitted to show the amount charged. If a traveler uses their charge card and incurs additional fees and wishes to be reimbursed for those fees, the traveler must submit their credit card statement documenting the actual expenses incurred.

### 28.0 TRAVEL BY ATHLETIC TEAMS

The following policies govern approval of and payment for travel by student athletes and employees traveling as a team. Except where specific exceptions are made below, travel by individual employees of the Athletics department which is not associated with a team trip is governed by the CSUS Travel Policies detailed above.

- NCAA Rules
  - ⇒ Unless otherwise provided herein, all travel by members of a team, whether students or employees, will be governed by rules for housing, meals, expenses and entertainment of student athletes as published by the National Collegiate Athletic Association (NCAA). Where NCAA rules are silent, CSCU Travel Policies shall prevail unless otherwise specified herein.
- Definition of the Team
  - ⇒ The Athletics Director or designee will identify before each team trip all University or College employees and team members who will constitute the team travel party on that trip. This list must be approved by the Director of Athletics or designee prior to the trip.
- Transportation
  - ⇒ If the University or College has entered into contracts with agencies to provide air tickets billable directly to the University or College, all arrangements for team travel

must be made through such agencies. Exceptions may be made for extended team travel required or provided in connection with tournament play, or as otherwise determined by the NCAA, including permitting arrangements for lower travel costs or cost-effective “package deals” through other travel agents. All airline service may be booked through the current state travel agent. However, an exception will be made if lower cost airfare can be obtained elsewhere. If not using the state contracted vendor and if the common carrier expense is greater than \$10,000, a state contracted vendor must be used or a contract must be awarded through sealed bid process. (See CSCU Procurement Manual)

- Meals
  - ⇒ When employees and student team members are given meal allowances in lieu of having a meal purchased for them, the amount of the allowance will equal not more than the maximum reimbursement for that meal under regulations governing employee travel.
  - ⇒ Each person receiving meal money shall sign for the amount received.
- Lodging
  - ⇒ In the case of athletic team travel, it is required that a list of names for those who occupy the rooms be attached to the receipt(s), if they are not shown on the receipt(s) itself.
  - ⇒ Rooms for team members and employees traveling as part of the team party should be booked at a location convenient to the competition venue are to be provided at the lowest possible cost.
  - ⇒ Due to the need to accommodate team meetings and receive sponsors or press, the Director of Athletics and a team head coach may book an additional room or suite as necessary.
  - ⇒ Hotel health club fees will not be reimbursed to employees traveling as part of the team party.
- Cash Advances
  - ⇒ A coach may obtain a travel advance for up to 100% of the cost of the trip per the discretion of the travel office.
- Team Entertainment
  - ⇒ Although employees traveling as members of the team party are entitled to participate in any University paid group entertainment permitted to student athletes under NCAA rules, employees will not be reimbursed for the costs of individual entertainment.
  - ⇒ Acceptable costs for entertainment hosted by the Director of Athletics will be approved by the President of the University or College. The Director of Athletics will approve entertainment hosted by a head coach.
- Other Expenses

- ⇒ Employee members of the team party are not eligible for any per diem allowances for incidental expenses permitted by the NCAA for student athletes.
- ⇒ Employee members of the team party are not eligible for the portage allowance otherwise payable to employees for each day in transit, unless mandatory portage fees are required by the hotel.
- Management of Trip Expenses
  - ⇒ The Athletics coach or designee shall submit one travel expense report covering expenses incurred by all travelers identified as members of the team party, including expenses charged directly to the University or College. The Athletics coach or designee shall include in the expense report receipts for all expenditures as required under CSCU Travel Policies for employees, or an explanation of the reason a required receipt is missing or unavailable. The Athletics coach or designee shall reconcile all reported expenditures with cash advances issued for the trip. The Director of Athletics or designee shall approve each expense report for the team's travel.

If the above requirements are not adhered to, reimbursement of expenses may be delayed or denied.

#### 29.0 TRAVEL EXPENSES FOR STUDENTS

Students may be reimbursed for their expenses while traveling for the CSCU, performing services on behalf of the CSCU or representing the CSCU by any one of the following procedures, depending on which is most appropriate and convenient.

- Undergraduate or graduate students may travel in-state or out-of-state under the same regulations and procedures as any University or College employee. An approved Travel Authorization is required for all out-of-state travel and any in-state travel involving any non-mileage expense greater than \$50.00 \$100 per trip. Upon return from the trip, a Travel Reimbursement form must be submitted to the Travel Office within 30 calendar days after completion of the trip with all required original receipts attached. Reimbursement of expenses will be consistent with established travel policies.
- A student may obtain a travel advance for up to 80% of the cost of the trip. However, student advances are the responsibility of the sponsoring department. A completed Travel Reimbursement form with the required documentation must be submitted to clear the advance within 30 calendar days after completion of the trip. Also, the Internal Revenue Service requires that advances that remain outstanding for more than 120 days be added to a traveler's taxable compensation.
- When student(s) travel with an employee and are being covered under the employee's travel authorization, a list of the students must be attached to the employee's travel authorization and submitted to the Travel Office. The employee will receive the advance, pay all costs of the trip and submit the Travel Reimbursement form with receipts covering aggregate expenses of the employee and all students within 30 calendar days.

30.0 REFRESHMENT POLICY

The policy below applies unless the University, College or System Office has a specific refreshment policy. In this case, the University, College or System Office refreshment policy would take precedence.

- Recruiting – Expenses of luncheon or dinner meetings held in connection with University, College or System Office business or with the entertaining of guests visiting the University or System Office on official business are allowable. Expenditures should be limited to the cost of food only. CSCU does not pay for alcoholic beverages. Luncheon expenses of staff members are usually a personal responsibility; however, reimbursement of noonday meals of employees may be allowed when:
  1. A member of a search committee hosts a candidate for a position; or
  2. A departmental employee hosts a visiting lecturer, potential donor, or other official guest to the University, College or System Office. In this case, the following requirements apply:
    - The reimbursable amount of luncheon expenses shall be limited to \$50 per person. Expenses for alcoholic beverages will not be reimbursed.
    - Before hosting the luncheon, the employee must first obtain signed authorization from their senior manager (VP/Senior Staff or above). The authorization must be attached to the Travel Reimbursement form. The luncheon expenses will not be reimbursed unless all required documentation is attached to the form.
    - In the case of hosting a potential donor, “potential donor” is defined as a person other than a CSCU employee.

Revised effective 7/1/2023.

Approved by:

DocuSigned by:  
*Ben Barnes*  
D32E97F4914F43C...

---

6/15/2023

---

Benjamin Barnes, Chief Financial Officer, CSCU

Date

## Exhibit A

### TRAVEL AND REIMBURSEMENT EXCEPTION REQUEST FORM

Travel Authorization No. \_\_\_\_\_ Traveler's Name \_\_\_\_\_

Date \_\_\_\_\_

**POLICY EXCEPTION REQUESTED:**

---

---

---

---

---

---

**JUSTIFICATION:**

---

---

---

---

---

---

---

I certify that I am not being reimbursed from another source for any portion of the requested payment.

**REQUIRED SIGNATURES:**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_