

UNION-FUNDED TRAVEL PROCEDURES

PRIOR TO TRAVEL

1. Employee completes a travel authorization form, CO-112, four (4) weeks prior to actually traveling. Failure to do so could result in the travel authorization not being approved. The form can be printed from the OSC website at osc.ct.gov Forms section. The following information should be completed on the form.

Date of Request
Business Unit Name and Address to which Form should be returned
Business Unit Number (Example: OSC15000)
Telephone Number (Business Office)
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)
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)
Type of Transportation
Total Cost (itemized)
Signature of the Employee and Date
Signature of Supervisor/Division Head and Date

2. The travel authorization is submitted to the authorizing person in the agency.

3. The authorizing person will review the travel authorization. If approval is given, the authorizing person will assign a travel authorization number, complete the account coding information, sign and date the travel authorization form. A copy should be kept for the agency files.

AFTER TRAVEL HAS OCCURRED

1. After travel has been taken, the employee completes the CO-17XP-PR form for reimbursement. This form can be printed from the OSC website at www.osc.ct.gov, Forms section. Complete the following information on the CO-17XP-PR.

Employee number
Employee name and address
Payee Certification - payee's signature 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.
3. All documentation is then submitted to the authorizing person in the agency.
4. If the actual travel expense exceeds the originally authorized dollar amount by more than 10%, a revised CO-112 must be completed. New signatures are required. "Revised" must be written 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 less than 10%, the necessary changes must be made on the originally approved CO-112 which was returned to the agency. "Revised" must be written on the CO-112 and "Rev" added to the end of the travel authorization number.
6. The revised CO-112 must be submitted to the State Comptroller's Office - Travel Reimbursement Unit for approval prior to submitting a request for reimbursement. The revision will be recorded and a copy will be returned to the agency with the Comptroller's approval. The corrected form with the Comptroller's approval will be the copy the agency must submit with the reimbursement request.
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), an approved copy of the CO-112, and all receipts/documentation must be sent to the State Comptroller's Office - Travel Reimbursement Unit.

8. The Travel Reimbursement Unit will review the documentation as submitted. If an error is found, the documents will be returned to the agency 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.

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 which will promptly notify the Comptroller of such cancellation.