

Connecticut State University System
Board of Trustees

BR#96-28



RESOLUTION

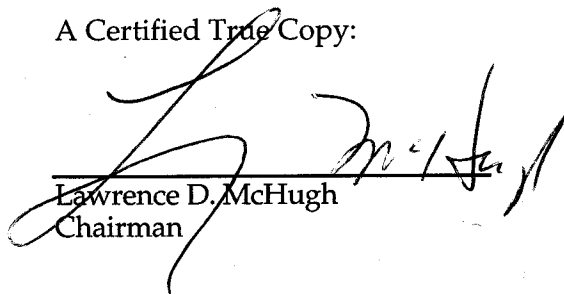
concerning

CSU PROCEDURES FOR PURCHASING,
PERSONAL SERVICE AGREEMENTS & HONORARIA,
AND TRAVEL

May 3, 1996

- WHEREAS, Board resolution 92-101 and 92-102 approved the administrative procedures regarding purchasing, travel requests and expenses, personal service agreements and honoraria, and equipment inventory and disposition of surplus property as authorized under Public Act No. 91-256, and
- WHEREAS, Board policy allows "that these procedures may be amended from time to time with the approval of the Board of Trustees", and
- WHEREAS, These procedures are being updated by the CSU Business Services Committee to reflect current business practices and were distributed to interested parties, both internally and externally, for review and comments, therefore be it
- RESOLVED, That Board Resolutions 92-18, 92-19, 92-101, and 92-102 are rescinded, and be it further
- RESOLVED, That the attached amendments to the procedures regarding purchasing, personal service agreements and honoraria, travel, and equipment inventory and disposition of surplus property are adopted, and be it further
- RESOLVED, That henceforth the President of the Connecticut State University System is authorized to approve such amendments to such policies as may be necessary from time to time.

A Certified True Copy:


Lawrence D. McHugh
Chairman



CONNECTICUT STATE UNIVERSITY SYSTEM
PURCHASING PROCEDURES

The purpose of this document is to provide procedures to implement the provisions of C.G.S. 10a-151b regarding the purchase of all commodities, equipment, public safety and emergency vehicles and equipment, contractual services, printing, publishing, microfilming and lease of personal property.

1. Authority

- a) The Chief Executive Officer of the Connecticut State University system, the President of each state university, or their respective designees shall have the authority to purchase goods and services or lease personal property in accordance with policies adopted by the Board of Trustees for the Connecticut State University system.
- b) Where the Department of Administrative Services has executed a State contract for the purchase of such goods and services, purchases may be made from contract vendors in accordance with terms and conditions of the contracts, provided that the use of a state contract is in the best interest of the university.

2. Bidding

- a) Competitive bidding is not required for individual purchases of two thousand dollars (\$2,000) or less, or such other amount as set by statute. No purchase will be divided or sub-divided for the purpose of bringing such purchase within the limit prescribed. Each university's Director of Purchasing may solicit competitive bids if they believe it to be in the best interest of the university.
- b) Except as provided in section 3, purchases exceeding two thousand dollars (\$2,000) but less than or equal to ten thousand dollars (\$10,000) shall be made in the open market, but shall be based on at least three competitive bids whenever possible, except for non-competitive (sole source) commodities or in the case of a bona fide emergency. These bids will be obtained by telephone, facsimile, or other appropriate means.
- c) Except as provided in section 3, purchases exceeding ten thousand dollars (\$10,000) but less than or equal to twenty-five thousand dollars (\$25,000) shall be made in the open market, but shall be based on at least three competitive bids whenever possible, except for non-competitive (sole source) commodities or in the case of a bona fide emergency. Such competitive bids shall be solicited by sending notice to prospective suppliers and by posting notice on a public bulletin board. Such notice shall contain a notice of state contract requirements pursuant to C.G.S. 4a-60. Each bid shall be kept sealed until opened publicly at the time stated in the notice soliciting the bid.
- d) Except as provided in section 3, competitive bids on all purchases exceeding twenty-five thousand dollars (\$25,000) shall be solicited by public notice inserted at least once in not fewer than three daily newspapers published in the state five calendar days prior to the closing date for bid submissions. A minimum of three (3) competitive bids are required whenever possible. Each bid shall be kept sealed until opened publicly at the time stated in the notice soliciting such bid.
- e) Competitive bidding is not required in the case of emergency purchases. However, such purchases should be based on at least three competitive quotations whenever possible (see paragraph 4).



- f) Competitive bidding or quotations are not required when participating in an available state contract award which has already undergone competitive bidding by Department of Administrative Services, Office of Information and Technology, or another state agency.
- g) If the nature of the purchase precludes solicitation of competitive prices, the notation "non-competitive" shall be made on the agency's copy of the purchase order. If the reason for the non-competitive nature of the purchase is not self-evident, an explanation shall also be attached.

Examples may include purchases from another state agency or the Federal government, purchases from a publisher or exclusive distributor, advertising, dues, subscriptions, fees, and licenses.

- h) If the using department determines that the purchase should be made on a "sole source" (only one vendor can supply the required product or service), or "sole product" (only one brand or model can supply required needs), basis, the reasons must be based on clearly identified criteria documented in the purchasing file.
- i) All invitations to bid shall also be posted in a conspicuous location in each university purchasing department.

3. Negotiated Purchases - CGS Section 4a-52b

In lieu of soliciting competitive bids, nothing shall prohibit each university from purchasing supplies, materials, equipment, and contractual services through negotiation when all the following criteria are met:

- a) Such purchases have a cost of twenty thousand dollars (\$20,000) or less,
- b) such purchases are required to implement a grant, contract or financial agreement between the University and the donor wherein funds or other things of value are given with an obligation for service primarily to the donor by the University and,
- c) such supplies, materials, equipment, or contractual services are specified in such grant, contract or financial agreement.

4. Emergency Purchases

- a) Should an emergency exist "...by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions,..."(C.G.S. 10a-151b(c)) the university may, if it is in the best interest of the university, make purchases without competitive bidding. Emergency purchases may preclude the use of existing contracts if the contract vendor cannot meet the emergency delivery requirements.
- b) An "emergency" is further defined as a situation where the normal operation or portions thereof of an agency would cease or be seriously impaired if immediate action were not undertaken to correct the contingency.
- c) The determination of whether an emergency exists is made by each university's chief purchasing official on a case by case basis. The signature of the chief purchasing official on the purchase requisition followed by the word "emergency" will constitute approval of an emergency purchase.
- d) A written statement documenting the nature of all emergency purchases shall be attached to the agency's file copy of the purchase order at the time the order is placed.
- e) A statement of all emergency purchases of a dollar value exceeding two thousand dollars



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(\$2,000) are subject to the reporting procedures outlined in paragraph 12 below.

5. Data Processing

- a) All data processing purchases such as hardware, software, maintenance and contractual services must conform to a Board of Trustees' approved five (5) year plan for the campus making the acquisition, and where relevant, shall be compatible with standards for computer architecture established by the Office of Information & Technology (OIT).
- b) Existing Board of Trustees' policies and resolutions concerning data processing purchases must be followed.

6. Operational Efficiency Contracts

The chief purchasing official of each university may approve establishment of contracts wherein the primary consideration will be factors other than price. Criteria to be used in approving such contracts will include travel time, administrative cost savings, availability, and product application, e.g., emergency repairs versus routine maintenance. Such approval will be in the form of the chief purchasing official's signature on the purchase requisition, followed by the words "operational efficiency contracts". No single purchase shall exceed \$25,000.

7. Disqualified Vendors

- a) Pursuant to C.G.S. Section 4a-63, the university shall not issue purchase orders to, or enter into personal services agreements with any person, firm or corporation disqualified from doing business with the State by the Commissioner of Administrative Services provided each university is notified of said disqualifications in writing.
- b) The chief executive officer of a state university may disqualify any person, firm or corporation, for up to two years, from bidding on contracts with the constituent unit or institutions under its jurisdiction, pursuant to section 10a-151b, for supplies, materials, equipment and contractual services as specified in C.G.S. 4a-52a and 4a-63.

8. System-wide Contracts

The CSU Business Services Committee or designees may establish system-wide contracts for frequently ordered goods and services. All purchases using university contracts shall be in accordance with the terms and conditions set forth therein. Coordination with other units of Higher Education for bulk price savings shall be encouraged.

The System Office may also establish system-wide contracts. A listing of goods or services for which contracts will be established on a system-wide basis will be sent to each business services committee member and each purchasing director by the contracting office on or before May 1 of each year to preclude duplication.

9. Garnishments

Section 3-25b of the Connecticut General Statutes exempts institutions of higher education from the statutory requirements of C.G.S. 12-39g regarding garnishments except for vendor payments for funds generated from the general revenues of the state. It is understood that garnishments from external agencies such as the Internal Revenue Service, federal court order and state agencies may levy, lien or garnish funds paid by Connecticut State University. Procedures that would be applied should such notification be received by CSU are as follows:

- (a) Verify that vendor listed on garnishment documentation is same vendor that is on the CSU vendor profile. Verify the FEIN/SSN, name and address.



- (b) Modify the vendor's profile to freeze payments against vouchers by using the flag code "1".
- (c) Modify the vendor's profile 1st line of the remit to address as follows: **!***GARNISHMENT*****. When such a vendor profile is called for payment, the vendor's name and the phrase **!***GARNISHMENT***** will appear on the top right of the input screen. This will notify the campus accounts payable person that payment to this vendor are subject to garnishment.
- (d) Execute the garnishment as follows:
 - (1) Unfreeze the vendor's profile
 - (2) Create a vendor profile for the garnishor
 - (3) Load a voucher to appropriate garnishor's vendor profile. Use enclosure code G in the amount of the garnishment or up to the limit of the authorized campus payment.
 - (4) Forward copy of the garnishment request, check and voucher to the vendor and the garnishor. The garnishor is also to receive the garnishment check.
- (e) When a release of garnishment is received from the garnishor, restore the vendor's profile thereby reactivating normal payments to the vendor.

10. Restricted Funds

No purchase orders shall be issued by the university if doing so would violate restrictions placed on funds by the funding source.

11. Nondiscrimination

All purchases made by the university under its own authority shall be in full compliance with current statutes regarding nondiscrimination. Standard terms and conditions related thereto, as set forth by the Department of Administrative Services/Bureau of Purchases and approved by the Attorney General, shall be incorporated into each request for quotation and purchase order issued by the university. Contract Compliance Regulations (C.G.S. section 4a-60) and Set-Aside Program Regulations (C.G.S. section 32-9e) will be followed by each university.

12. Reporting

The annual report of the president shall include a statement of all emergency purchases made under the provisions of paragraph 4.

13. Interpretation

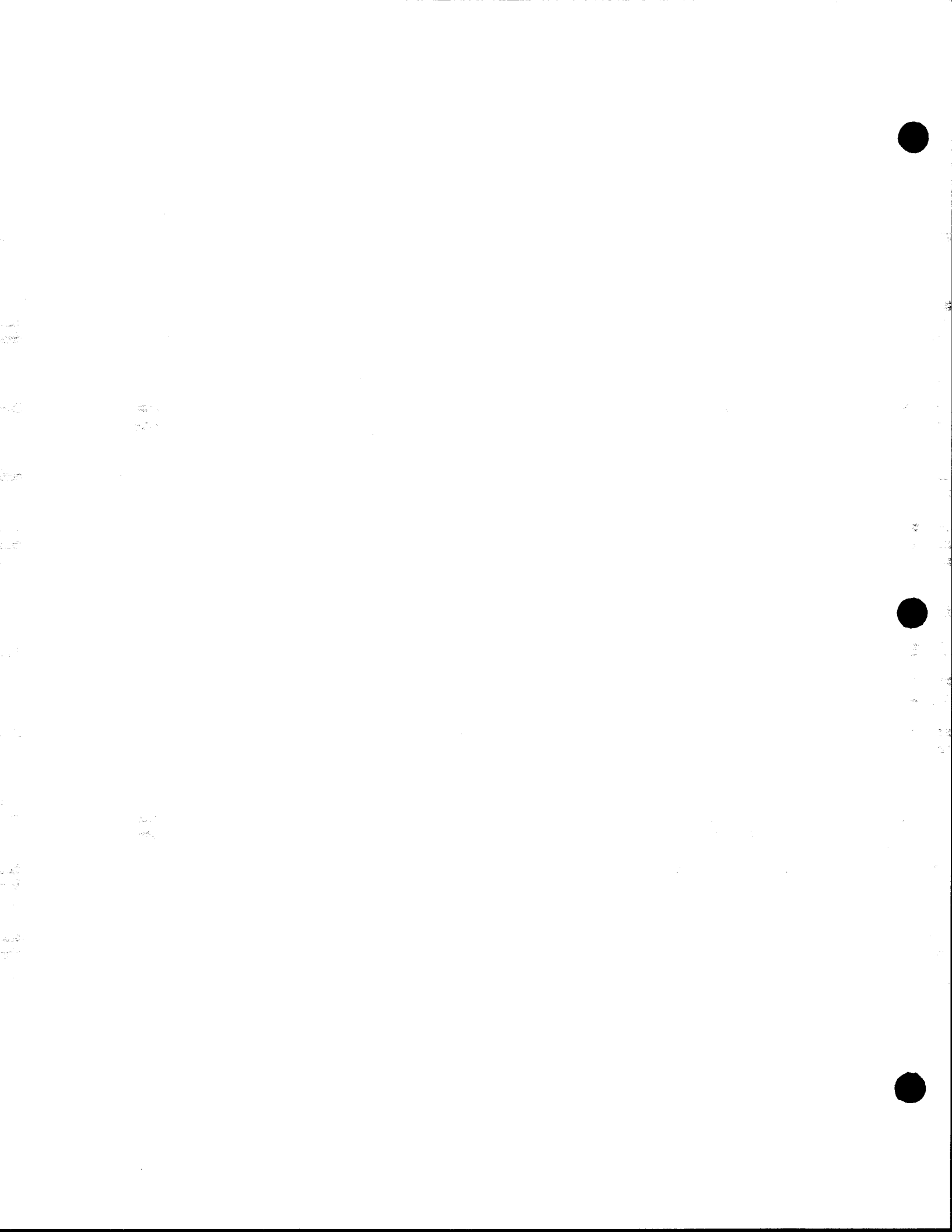
Disputes regarding the interpretation of the relevant statutes or their applicability to any purchase may be resolved by the Attorney General if the individual university Vice President for Finance and Administration determines that he/she cannot render a decision.

14. Leasing Land or Buildings

"The Board of Trustees...may lease land or buildings, or both, and facilities under the control and supervision of such board when such land, buildings or facilities are otherwise not used or needed for use...and such action seems desirable to produce income or is otherwise in the public interest, provided the treasurer has determined that such action will not affect the status of any tax-exempt obligations issued or to be issued by the State of Connecticut. The proceeds from any lease or rental agreement pursuant to this subsection shall be retained by the constituent unit. Any land so leased for private use and the buildings and appurtenances



thereon shall be subject to local assessment and taxation annually in the name of the lessee, assignee or sublessee, whichever has immediate right to occupancy of such land or building, by the town wherein situated as of the assessment day of such town next following the date of leasing. Such land shall not be included as property of the constituent unit for the purpose of computing a grant in lieu of taxes pursuant to section 12-19a." (C.G.S. 4b-38(g)).



CONNECTICUT STATE UNIVERSITY SYSTEM
PROCEDURES FOR PERSONAL SERVICE AGREEMENTS AND HONORARIA

The purpose of this document is to provide procedures to implement the provisions of C.G.S. 10a-151b regarding personal service agreements (PSA) and honoraria.

1. Authority

The Chief Executive Officer of the Connecticut State University System, the President of each state university, or their respective designees are authorized to enter into a PSA in accordance with policies adopted by the Board of Trustees for the Connecticut State University system.

2. Definitions:

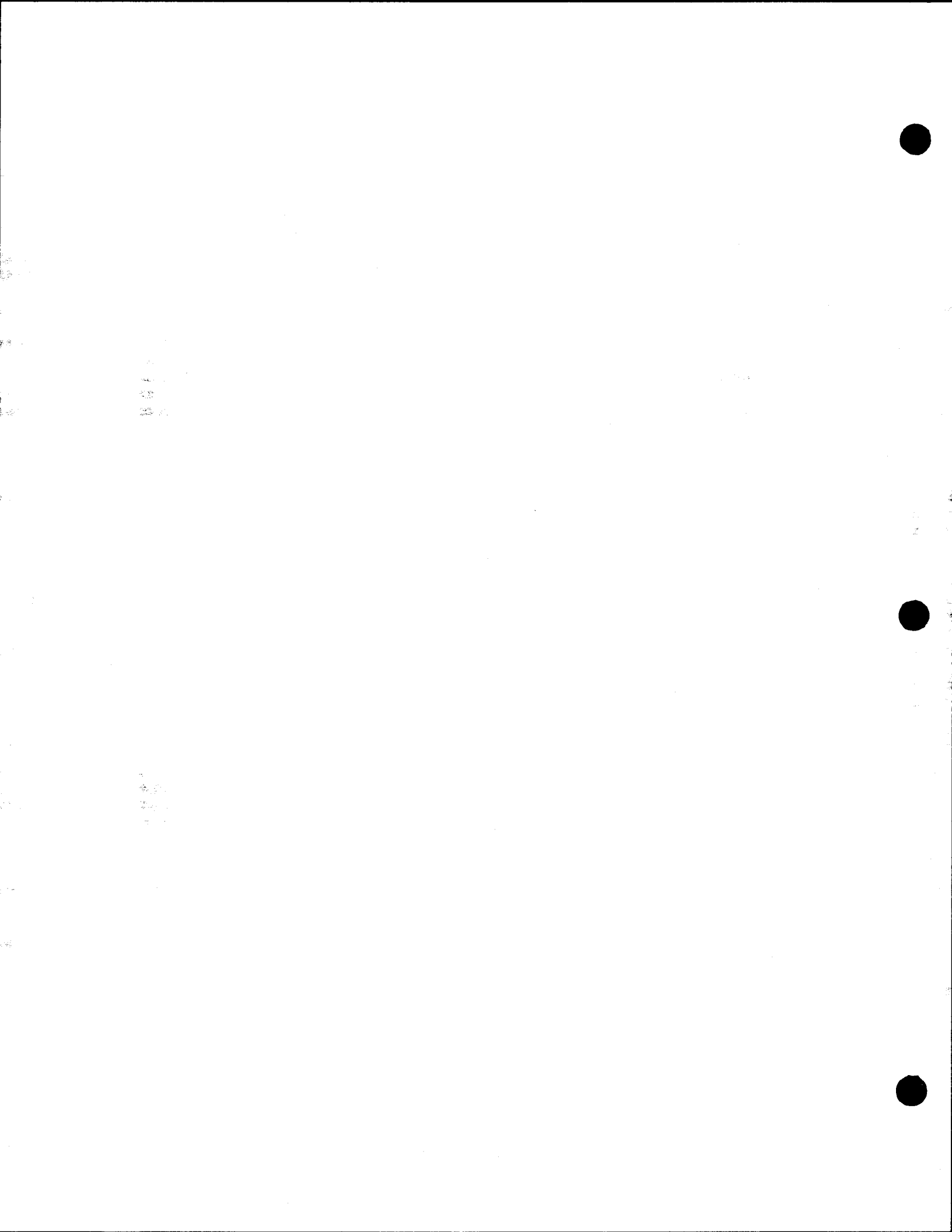
- a) Personal services are services performed by an individual, partnership or corporation of a professional or technical nature, and/or non-professional services if the State does not supply the support equipment.
- b) Honoraria are the fees for professional services normally associated with academic guest lecturers or speakers for a university event.
- c) Competitive negotiation is a procedure for contracting for services in which: a) proposals are solicited from qualified persons, firms or corporations by a request for proposals (RFP); b) changes to the scope of services, products and/or prices are subject to negotiation.
- d) Competitive quotation is an invitation to bid.

3. Competitive Bidding, Proposal Solicitation

When possible, all services that are not unique to one individual, partnership, or corporation should be competitively bid or proposals (RFP) sought.

Before requesting an outside personal service contractor, agencies are expected to consider alternatives such as:

- o using agency staff
 - o requesting resources from other state agencies
 - o seeking non-compensated assistance from outside resources
 - o purchasing services on a cooperative basis with other state agencies
- a) Personal service agreements with a cost of more than three thousand dollars but less than twenty thousand dollars and one cent and a term of one year or less are to be based on competitive negotiation or competitive quotations when possible (see paragraph c below).
 - b) Personal service agreements with a cost of more than twenty thousand dollars or a term of more than one year are to be based on competitive negotiation or competitive quotation.
 - c) Non-Competitive Situations:
 - 1) entertainers and topical speakers



- 2) contractor is another government agency
- 3) sole source (need written justification)
- 4) independent contractors providing on-going services
- 5) specified by grantor as condition of grant acceptance
- 6) services for which the cost to the state of a selection procedure would outweigh the benefits of such procedure, as documented by the state agency
- 7) the contractor has proprietary services/patent rights
- 8) service to be provided by a contractor are mandated the general statutes or a public or special act
- 9) emergency services including services needed for the protection of life, safety or health
- 10) services will be used in specific academic areas include instructional or research activities
- 11) contractor has special capability or experience

- d) Emergency situations, whereby emergency is defined as a situation that could not be foreseen where the normal operation or portions thereof of the university would cease or be seriously impaired if immediate action were not undertaken to correct the situation. A written justification is needed for all emergency requests. The appropriate authority of the requesting university must attest to the validity of all emergency justifications by counter signing the justification.

4. Contract Format

The contract shall be executed on a PSA form prescribed by the Comptroller (CO-802A) or, in the case of contracts valued \$600 or less, on an agency approved form. A contractor's agreement may be attached as part of the contract if provided by the contractor.

5. Dual Employment

- a) Should the contracting individual be a currently working Connecticut State employee, a properly executed Dual Employment Request (PER-DE-1) must be sent to the agency employing the individual in order to certify that no conflict of interest exists. No further review is necessary. Payment must be through the payroll system.
- b) Employees whose contracts are for the period of the academic year only need not have a Dual Employment request for employment during the intersession and summer breaks.

6. Attorney General Approvals

Agreements whose total cost in a given twelve month period exceeds \$3,000 requires the approval of the AG. Such agreements will be routed through the System office for forwarding to necessary parties as appropriate. Nothing shall prohibit requesting a review for agreements less than \$3,000 should the university see a need.

7. Outside Group Facilities

Operation or management of a facility or project financed by tax- bonds in whole or in part by an outside group under a management contract is allowed provided that:

- a) The management contract is prepared in accordance with the contract guidelines in OPM General Letter 90-3.
- b) All such contracts be submitted to OPM, through the CSU System Office, for review.

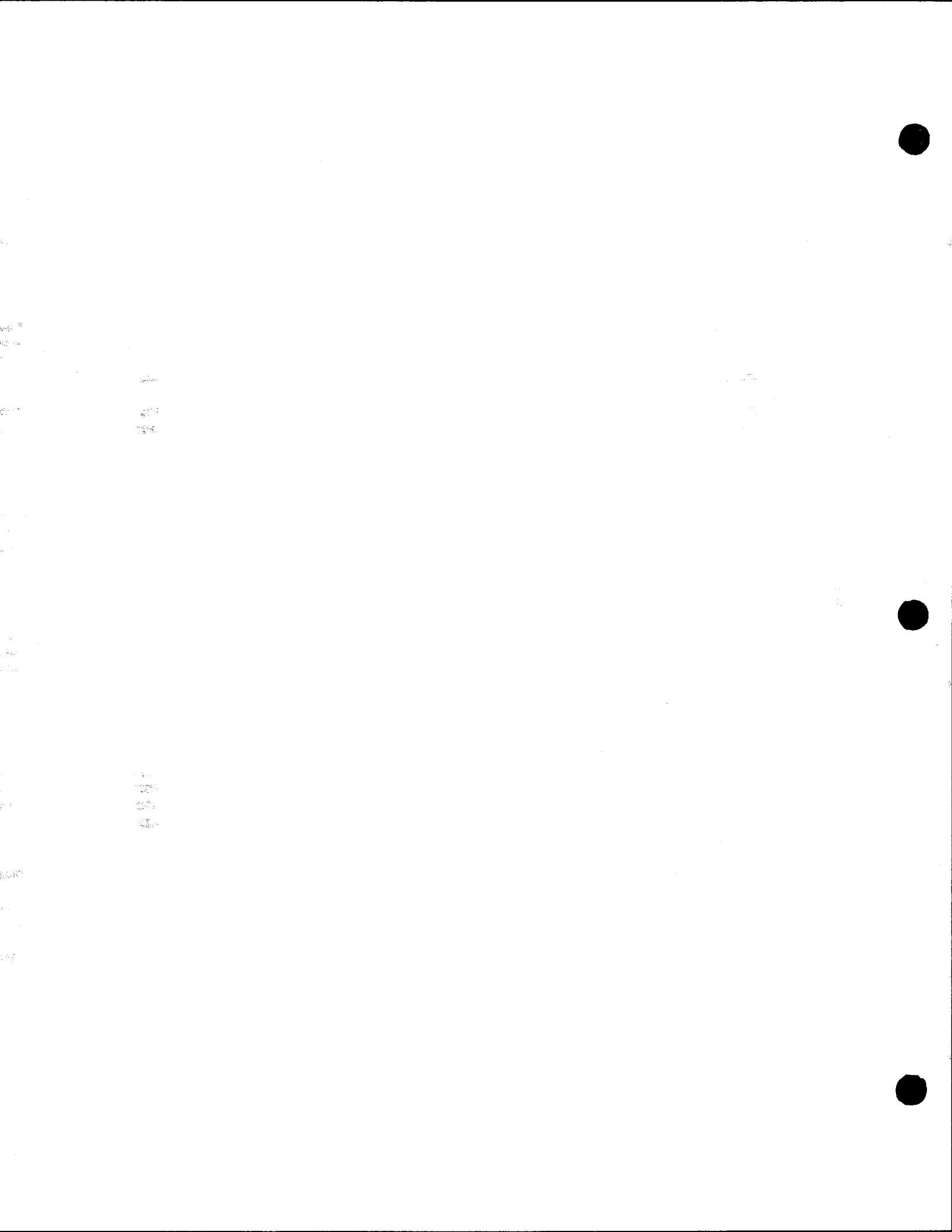


8. Restricted Funds

No personal service agreement shall be entered into by the university if doing so would violate restrictions placed on funds by the funding source.

9. Other Limitations

Personal Service Agreements are subject to the limitations of CSU Board of Trustees Resolution No. 86-28 concerning approval of system-wide contracts and Resolution No. 89-57 concerning the signature authorities for documents.



CONNECTICUT STATE UNIVERSITY SYSTEM
TRAVEL PROCEDURES

The purpose of this document is to provide procedures to implement the provisions of CGS 10a-151c regarding travel requests and expenses incurred by employees of Connecticut State University System.

1. Authority

- a) The Chief Executive Officer of the Connecticut State University system, the President of each university, or their respective designees are authorized to approve travel requests and expenses for their employees in accordance with procedures and rate structures approved by the Board of Trustees for the Connecticut State University system.
- b) In the event that collective bargaining agreements have travel rates and reimbursement rates different than those listed herein, the collective bargaining agreement rates will prevail.

2. Initiating Travel

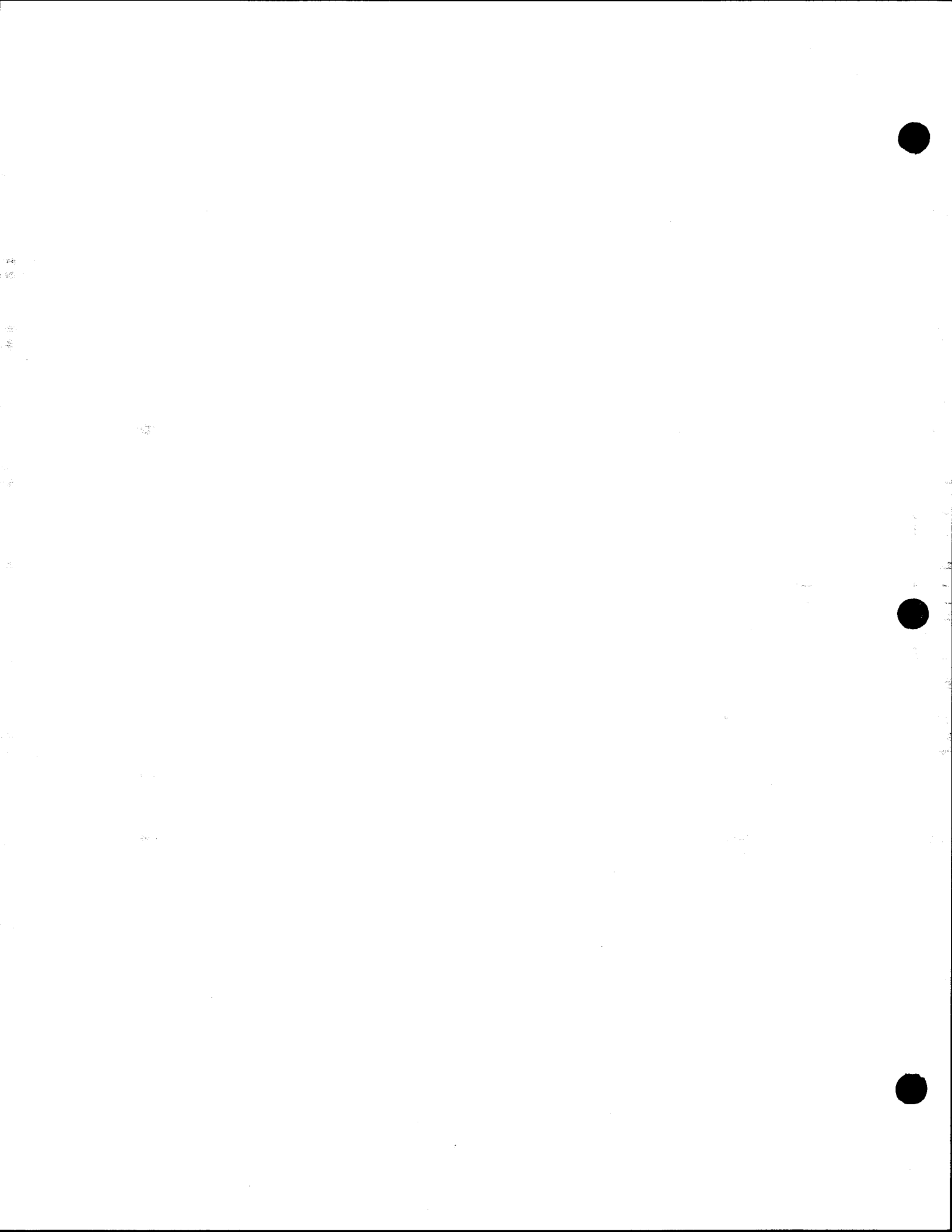
- a) Prior approval is necessary for all out-of-state travel and in-state trips involving any non-mileage expense greater than \$25.00 per trip. Travelers must use Form CSUFRS-30 and have supporting documentation attached.
- b) Expenses that are incurred prior to travel being approved are the responsibility of the traveler should the travel be disallowed.
- c) For in-state travel less than \$25.00 per trip, the approved payment voucher (Form CO-17XP), or other such form as required by each university or System Office, and, should travel by privately owned automobile be involved, the filing of the insurance document(s) in accordance with paragraph 6 below, shall be sufficient proof that the individual is on state business and prior written authorization is not necessary.

3. Travel Advances

- a) Travel advances are permitted up to a stated percentage, as determined by each university or System Office, of the total approved travel authorization (Form CSUFRS-30). When determining the travel advance amount allowed, the stated percentage will be administered against the total approved travel authorization exclusive of any prepayments or purchase orders pertaining to the travel.
- b) Petty cash advances are permitted but restricted by availability of petty cash funds.
- c) A statement outlining the terms and conditions of the advance must be signed by the traveler upon receipt of an advance or petty cash funds.
- d) Within five working days after completion of the trip, the employee must submit a completed voucher with the required documentation, to the agency business office.

4. Common Carrier (Air, Rail, Bus) Transportation

- a) Each university or System Office may contract with up to three travel agencies to provide common carrier tickets billable directly. Such contracts may be made through either



competitive bidding or negotiation. All commission rebates negotiated with travel agencies shall be credited to the CSU System operating fund.

- b) Travelers, subject to collective bargaining agreements, may also choose to purchase their own common carrier tickets, provided that tickets so purchased be paid for by the traveler and must be at a competitive rate. Cost of such tickets may be wholly or partially advanced or if paid by the traveler, be reimbursed to the traveler upon submission of an approved travel voucher at trip completion.
- c) Special arrangements taking advantage of discount fares, resulting in net savings to the university, to include the cost of extra day(s) lodging and meals, are acceptable and must be clearly shown on the travel authorization.
- d) Each CSU university will maintain a supply of parking passes for Bradley International Airport sufficient to meet needs of employees using airport parking on official business. Reimbursement will not be made for long term parking at Bradley International Airport.

5. Meals, Lodging and Incidental Expenses

- a) In the coterminous United States, reimbursement shall be at rates up to the current GSA rates for meals, lodging and incidental expenses as incurred. Lodging at designated conference hotels may be paid at the rates published in the conference brochure, however reimbursement is limited to the lowest rate at time of booking.
- b) Outside the coterminous United States, rates shall be governed as prescribed in the Federal Travel Regulations, Section 925.
- c) Per diem payments at or below the federal rate are non-reportable, as are actual meal expenses. Any per diem amount paid, either by collective bargaining agreement or by standard state travel regulations, in excess of the federal per diem rate is considered reportable wages and are subject to withholding and the payment of employment taxes.

6. Privately Owned Automobile

- a) Mileage for privately owned automobile will be reimbursed at the current GSA rate.
- b) Insurance coverage for privately owned automobiles shall be as required by the State of Connecticut regulations governing the use of privately owned vehicles as published by DAS fleet operations. The traveler's insurance certificate or declaration pages must be on file in the business office prior to the travel.

7. Automobile Rentals

Automobile rentals are permitted if approved on the travel authorization. A written justification must be provided with the travel request.

8. Other Expenses

- a) Gratuities will be allowed at standard rates and, in conjunction with meals, up to 15% of the meal cost.
- b) Reasonable use of taxis, airport limousines and similar transport will be reimbursed at cost if included on the travel authorization.
- c) Charges for telephone calls made for official State business will be allowed provided that documentation is submitted showing destination and charge per call.



- d) Expenses for stenographic, typing, photocopy, facsimile, or other business services are allowable if supportive of official State business and are accompanied by receipts.

9. Payment

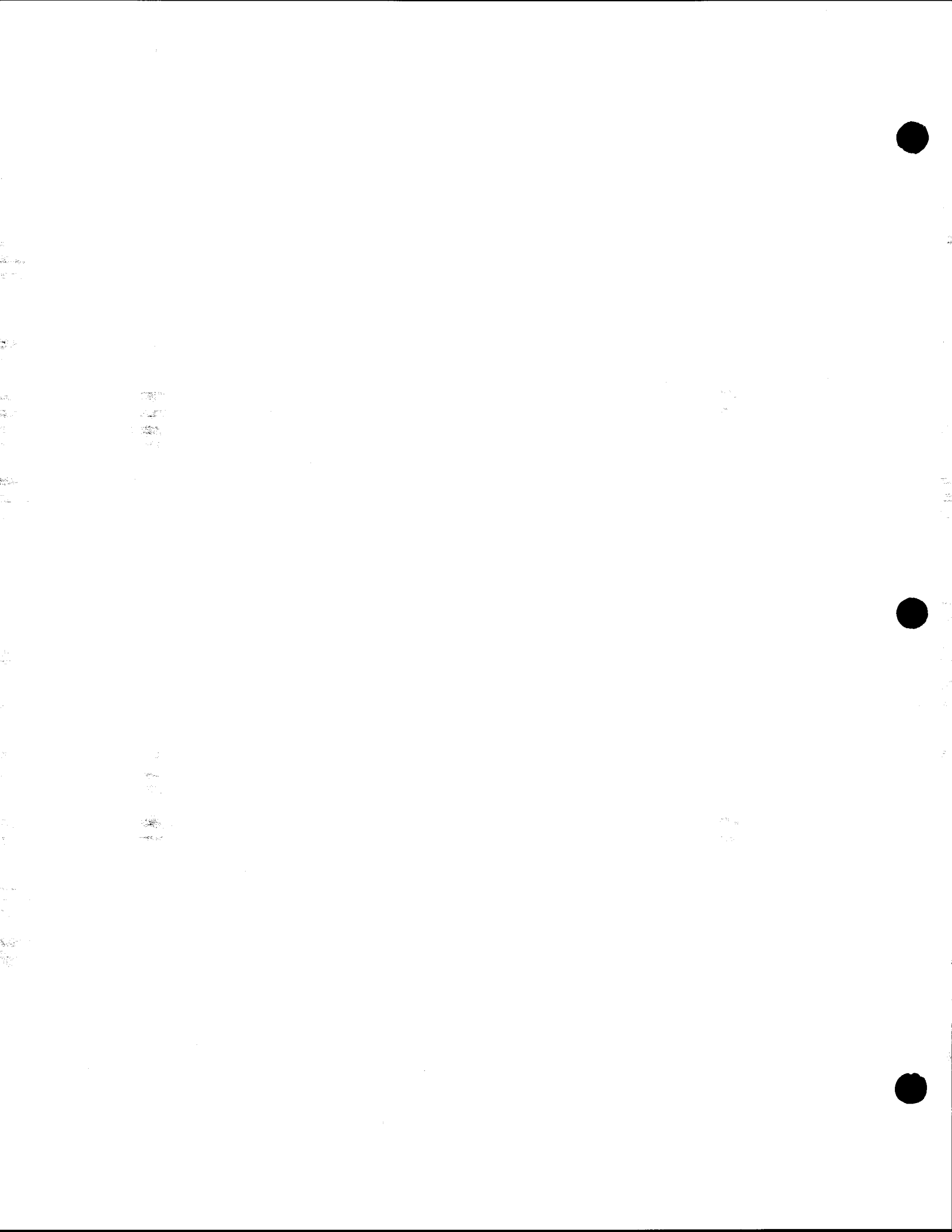
- a) Expenses will be reimbursed upon submission of an approved payment voucher to the university's business office.
- b) Receipts are required for reimbursement of individual expenses exceeding \$25.00. In the case of common carrier travel the original passenger portion of the ticket serves as a receipt and is required for reimbursement.
- c) No receipts are required to claim per diem meal allowances.
- d) Original passenger portion of the ticket for common carrier travel, whether claimed or unclaimed, paid by the traveler or another source, must accompany the voucher.
- e) All claims for lodging, with or without meals, must be supported by an original, itemized receipt indicating date and amount expended and must show a zero balance.

10. Limitations of Reimbursement

- a) Transportation between an employee's home and official duty station is not reimbursable.
- b) 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.
- c) Personal expenses such as newspapers, magazines and toiletries will not be reimbursed.
- d) Costs for alcoholic beverages shall not be reimbursed.
- e) For out-of-state travel for professional development, reimbursement of expenses is allowed one day prior to the beginning of the conference and one day after to allow for travel time (see 4c for exception).

11. Local Procedures

Each university shall adopt, publish and internally distribute such local administrative procedures as necessary to manage the approval and reimbursement of travel expenses consistent with those procedures.



CONNECTICUT STATE UNIVERSITY SYSTEM
 PROCEDURES FOR
 EQUIPMENT INVENTORY AND DISPOSITION OF SURPLUS PROPERTY

The purpose of this document is to provide procedures to implement the provisions of CGS 4a-4(c) regarding the control of equipment and vehicles, establishment of inventory records, taking of physical inventories and disposal of unneeded equipment.

1. Authority

- a) Each university and the System Office shall authorize the transfer or disposal of surplus, unused or obsolete equipment.
- b) Control of equipment, establishment of permanent inventory records and the taking of physical inventories of equipment shall be in accordance with CGS 4-36, and be in the form prescribed by the Comptroller in the State of Connecticut Property Control Record Procedures Manual. The loss reporting requirement of CGS 4-33a shall be applicable.
- c) Software is not to be included on the capitalized equipment or the non-capitalized inventory systems. Major (mainframe) software will be recorded and the cost information entered annually on the exceptional items line of the Comptroller's Property Inventory Report (CO-59).

2. Surplus Declaration

Any department that determines an item or items to be surplus, unused and/or unserviceable shall notify the Inventory Control Officer.

3. Options for Disposition of Surplus Equipment

The Inventory Control Officer at each university or System Office, or an assignee, shall inspect the item(s) and determine which disposition method will be in the best interest of the university. Options may include:

- a) Intra-University Reassignment - The Inventory Control Officer will attempt to identify other university departments which can utilize items from surplus by advertising, within local publications, the availability of surplus property.
- b) Trade-in - Inventory Control Officer will attempt to identify opportunities to achieve lower prices by utilizing surplus property as trade-ins when purchasing new equipment and/or supplies.
- c) Transfer to Other CSU Universities - The Inventory Control Officer shall make surplus property available to the other universities of the State University System.
- d) Transfer to Other State Agencies - The Inventory Control Officer will attempt to identify other State agencies which can utilize surplus items by communicating regularly with the State Surplus Property Officer.
- e) Public Sale - In the event that no other university department or other State agency has been identified as potential recipient of surplus property within ten working days of notification, the Property Control Officer may sell surplus property by making a public offering. Sales to the general public will be held on an "as needed" basis and shall be the result of public notice in a minimum of three newspapers no less than ten days prior to



the scheduled sale. Every item offered for sale to the general public will be sold "as is and where is" and will be either publicly auctioned, sold by competitive sealed bid or will be clearly marked with a price which has been determined by the Inventory Control Officer as a fair price based on the existing market, the condition of the item(s) and other salient factors.

- f) Discard or Donate - Surplus property may also, at the discretion of the Inventory Control Officer, be discarded or donated, with proper documentation maintained as a permanent record and such disposal to be attested to by the signature of the university's Inventory Control Officer and Vice President for Finance and Administration.

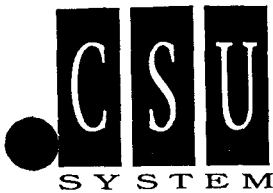
4. Payment

- a) Payment of items sold to the public by fixed price or competitive bid will be made in the form of cash or a certified check drawn on an institution authorized to do business in the State of Connecticut and payable to the individual selling institution. Such payment will be received and the receipt issued by the Cashier's Office of the selling institution.
- b) Each university will deposit such sale proceeds as revenue to university level operating fund(s).

5. Library Materials

Library materials will continue to follow disposal guidelines per Board of Trustees Resolution No. 83-130.





Connecticut State University System

Developing a State of Minds



TO: Mr. Lawrence D. McHugh, Chairman
and Members of the Board of Trustees

FROM: Bill Cibes *Bill*

RE: Revisions to Board Resolution #96-28, CSU Procedures for Purchasing,
Personal Service Agreements & Honoraria, and Travel

DATE: July 20, 1999

Board Resolution #96-28 states that the Chancellor of the Connecticut State University System is authorized to approve revisions to the established procedures for Purchasing, Personal Service Agreements and Honoraria, and Travel. Accordingly, I am acting to revise the established Purchasing procedures pursuant to the authorization granted by the Board of Trustees and fully in line with Connecticut General Statutes.

Section 11 of Public Act No. 99-285 contains within it revisions to CGS Section 10a-151b regarding Purchasing. Attached you will find the relevant section of the Public Act. Also attached is a revision to the Addendum to BR#96-28, which replaces in full the corresponding section in the original Addendum. Revisions to the original Addendum are in bold type.

Highlights of the amendment are as follows:

- Competitive bidding or competitive negotiation will not be required for purchases of \$10,000 or less. Previously, competitive bidding was not required for purchases of \$2,000 or less. This change recognizes the large amount of \$10,000-or-less purchases that are made throughout our System, and represents a significant opportunity to streamline the purchasing process.
- Bids on purchases greater than \$10,000 but less than or equal to \$50,000 may be solicited by sending notice to prospective suppliers via telephone, fax, or other appropriate means. Previously, this applied only to purchases less than or equal to \$25,000.
- All purchases exceeding \$50,000 will be required to be advertised in two or more publications, one of which is to be a major daily newspaper published in the state, and also must be posted on the Internet. There are several changes here. Previously, this applied to all purchases exceeding \$25,000; also, in the past it was required that advertising would take place in three newspapers, but not on the Internet. The Internet requirement has been added to reflect the importance and pervasiveness of the Internet as an information medium in our society.



- In the past, it was required that all emergency purchases exceeding \$2,000 were to be reported as part of the annual report of the president of each university. This threshold has been increased to \$10,000, consistent with the changes enumerated above.

Any university may choose to continue requiring competitive bids on purchases \$10,000 or less, if they feel it is in the best interest of the university.

I am confident that the above revisions will have a positive effect on the efficiency, cost-effectiveness, and customer service capability of purchasing throughout the system.

If you have any questions concerning this amendment do not hesitate to contact me or Pam Kedderis.



CONNECTICUT STATE UNIVERSITY SYSTEM

PURCHASING PROCEDURES

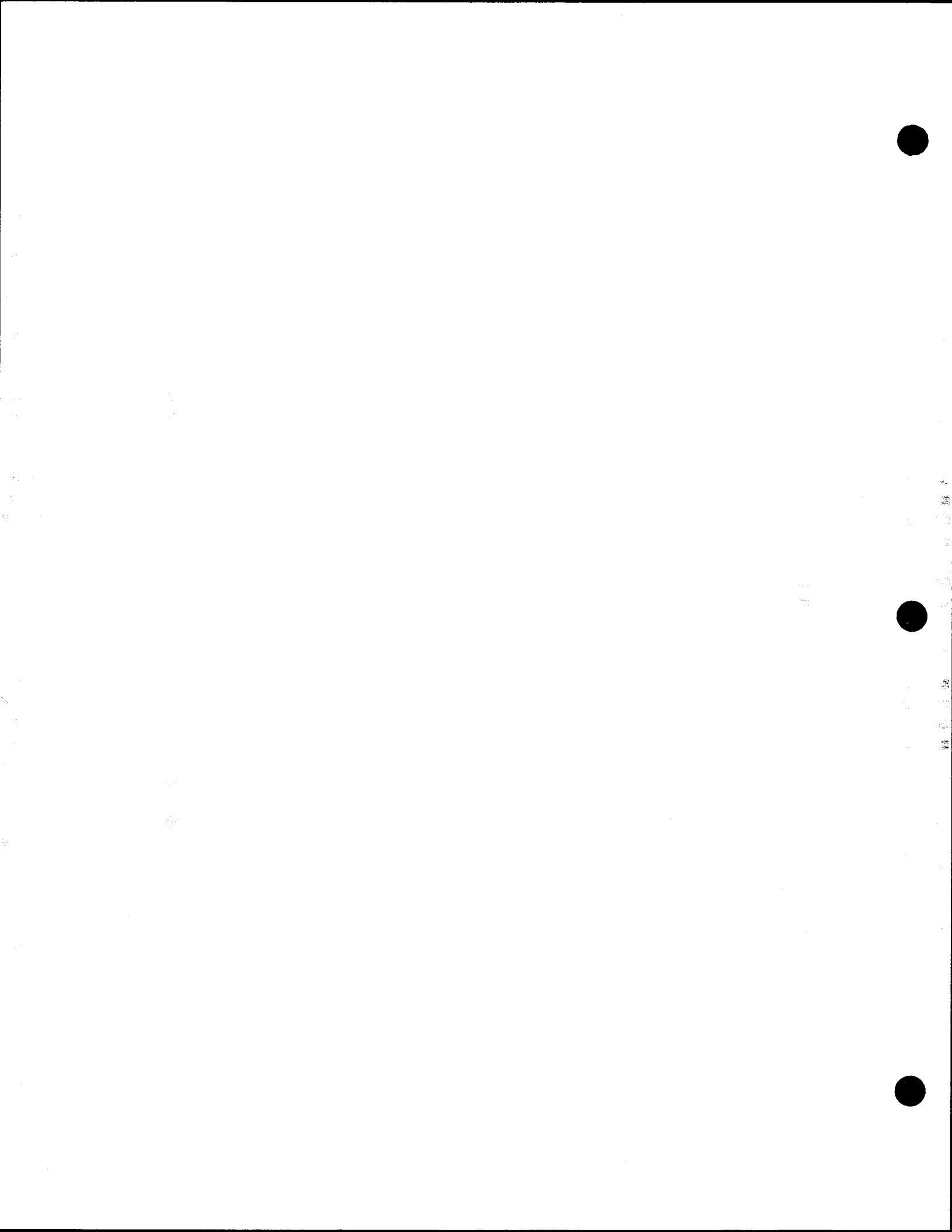
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1. Authority

- a) The Chief Executive Officer of the Connecticut State University system, the President of each state university, or their respective designees shall have the authority to purchase goods and services or lease personal property in accordance with policies adopted by the Board of Trustees for the Connecticut State University system.
- b) Where the Department of Administrative Services has executed a State contract for the purchase of such goods and services, purchases may be made from contract vendors in accordance with terms and conditions of the contracts, provided that the use of a state contract is in the best interest of the university.

2. Bidding

- a) Competitive bidding **or competitive negotiation** is not required for individual purchases of **ten thousand dollars (\$10,000)** or less, or such other amount as set by statute. No purchase will be divided or sub-divided for the purpose of bringing such purchase within the limit prescribed. Each university's Director of Purchasing may solicit competitive bids if they believe it to be in the best interest of the university.
- b) Purchases exceeding ten thousand dollars (\$10,000) but less than or equal to **fifty thousand dollars (\$50,000)** shall be made in the open market, but shall be based on at least three competitive bids **or proposals** whenever possible, except for non-competitive (sole source) commodities or in the case of a bona fide emergency. Such competitive bids **or proposals** shall be solicited by sending notice to prospective suppliers and by posting notice on a public bulletin board. **Notice may be sent via telephone, facsimile, or other appropriate means.** Such notice shall contain a notice of state contract requirements pursuant to C.G.S. 4a-60. Each bid **or proposal** shall be kept sealed until opened publicly at the time stated in the notice soliciting the bid **or proposal**.
- c) Competitive bids on all purchases exceeding **fifty thousand dollars (\$50,000)** shall be solicited by public notice inserted at least once in **two or more publications, at least one of which shall be a major daily newspaper** published in the state, and shall be posted on the **Internet, at least five calendar days** prior to the closing date for bid **or proposal** submissions. A minimum of three (3) competitive bids **or proposals** are required whenever possible. Each bid **or proposal** shall be kept sealed until opened publicly at the time stated in the notice soliciting such bid **or proposal**.



- d) Competitive bidding is not required in the case of emergency purchases. However, such purchases should be based on at least three competitive quotations whenever possible (see paragraph 3).
- e) Competitive bidding or quotations are not required when participating in an available state contract award which has already undergone competitive bidding by Department of Administrative Services, Office of Information and Technology, or another state agency.
- f) If the nature of the purchase precludes solicitation of competitive prices, the notation "non-competitive" shall be made on the agency's copy of the purchase order. If the reason for the non-competitive nature of the purchase is not self-evident, an explanation shall also be attached.

Examples may include purchases from another state agency or the Federal government, purchases from a publisher or exclusive distributor, advertising, dues, subscriptions, fees, and licenses.

- g) If the using department determines that the purchase should be made on a "sole source" (only one vendor can supply the required product or service), or "sole product" (only one brand or model can supply required needs), basis, the reasons must be based on clearly identified criteria documented in the purchasing file.
- h) All invitations to bid **or negotiate** shall also be posted in a conspicuous location in each university purchasing department.

3. Emergency Purchases

- a) Should an emergency exist "...by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions,..."(C.G.S. 10a-151b(c)) the university may, if it is in the best interest of the university, make purchases without competitive bidding **or competitive negotiation**. Emergency purchases may preclude the use of existing contracts if the contract vendor cannot meet the emergency delivery requirements.
- b) The determination of whether an emergency exists is made by each university's chief purchasing official on a case by case basis. The signature of the chief purchasing official on the purchase requisition followed by the word "emergency" will constitute approval of an emergency purchase.
- c) A written statement documenting the nature of all emergency purchases shall be attached to the agency's file copy of the purchase order at the time the order is placed.
- d) A statement of all emergency purchases of a dollar value exceeding **ten thousand dollars (\$10,000)** are subject to the reporting procedures outlined in paragraph 10 below.

4. Data Processing



- a) All data processing purchases such as hardware, software, maintenance and contractual services must conform to a Board of Trustees' approved five (5) year plan for the campus making the acquisition, and where relevant, shall be compatible with standards for computer architecture established by the Office of Information & Technology (OIT).
- b) Existing Board of Trustees' policies and resolutions concerning data processing purchases must be followed.

5. Disqualified Vendors

- a) Pursuant to C.G.S. Section 4a-63, the university shall not issue purchase orders to, or enter into personal services agreements with any person, firm or corporation disqualified from doing business with the State by the Commissioner of Administrative Services provided each university is notified of said disqualifications in writing.
- b) The chief executive officer of a state university may disqualify any person, firm or corporation, for up to two years, from **bidding or negotiating** on contracts with the constituent unit or institutions under its jurisdiction, pursuant to section 10a-151b, for supplies, materials, equipment and contractual services as specified in C.G.S. 4a-52a and 4a-63.

6. System-wide Contracts

The Connecticut State University System may establish system-wide contracts for frequently ordered goods and services. All purchases using university contracts shall be in accordance with the terms and conditions set forth therein. Coordination with other units of Higher Education for bulk price savings shall be encouraged.

7. Garnishments

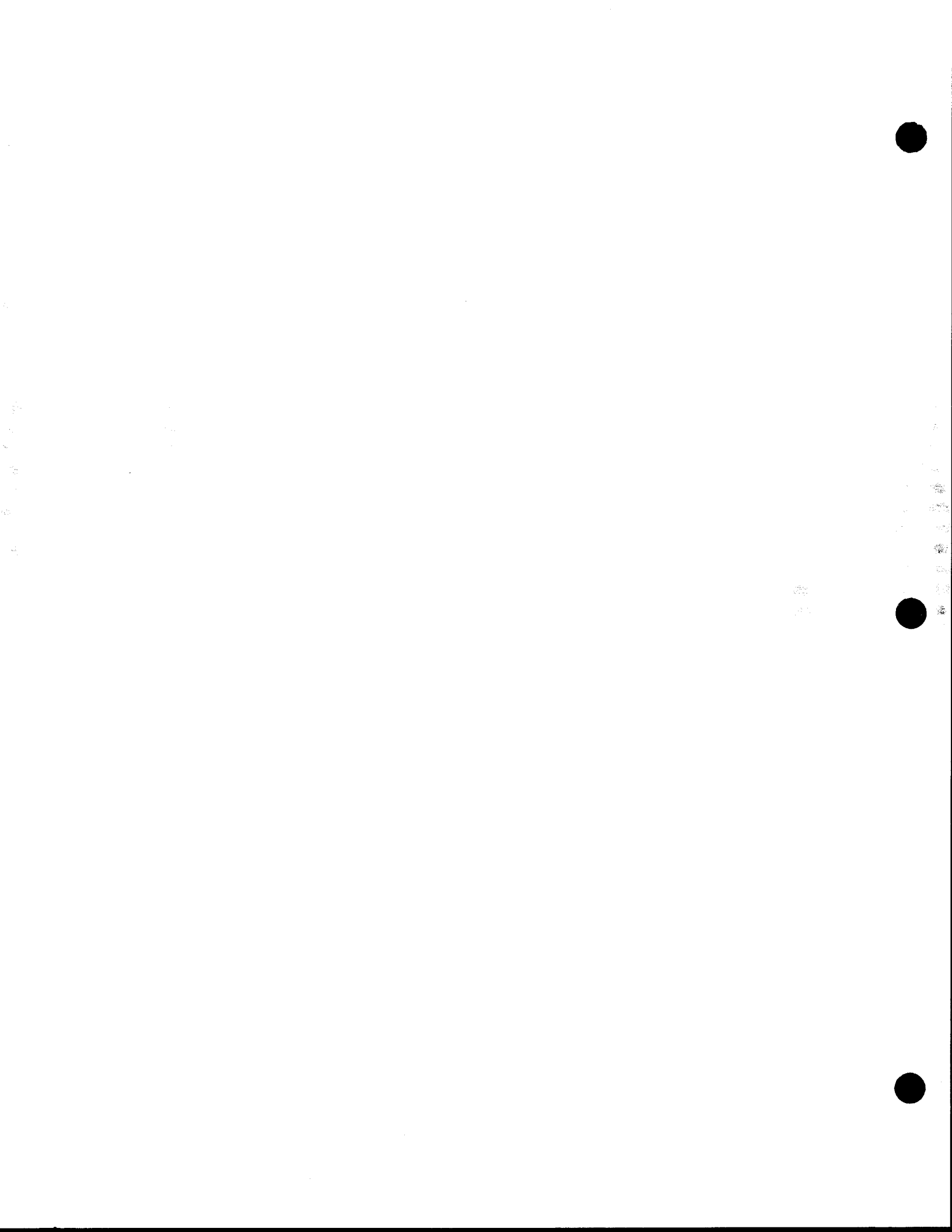
Section 3-25b of the Connecticut General Statutes exempts institutions of higher education from the statutory requirements of C.G.S. 12-39g regarding garnishments except for vendor payments for funds generated from the general revenues of the state. It is understood that garnishments from external agencies such as the Internal Revenue Service, federal court order and state agencies may levy, lien or garnish funds paid by Connecticut State University.

8. Restricted Funds

No purchase orders shall be issued by the university if doing so would violate restrictions placed on funds by the funding source.

9. Nondiscrimination

All purchases made by the university under its own authority shall be in full compliance with current statutes regarding nondiscrimination. Standard terms and conditions related thereto, as set forth by the Department of Administrative Services/Bureau of Purchases and approved by the Attorney General, shall be incorporated into each request for quotation and purchase order issued by the university. Contract Compliance Regulations (C.G.S. section 4a-60) and Set-Aside



Program Regulations (C.G.S. section 32-9e) will be followed by each university.

10. Reporting

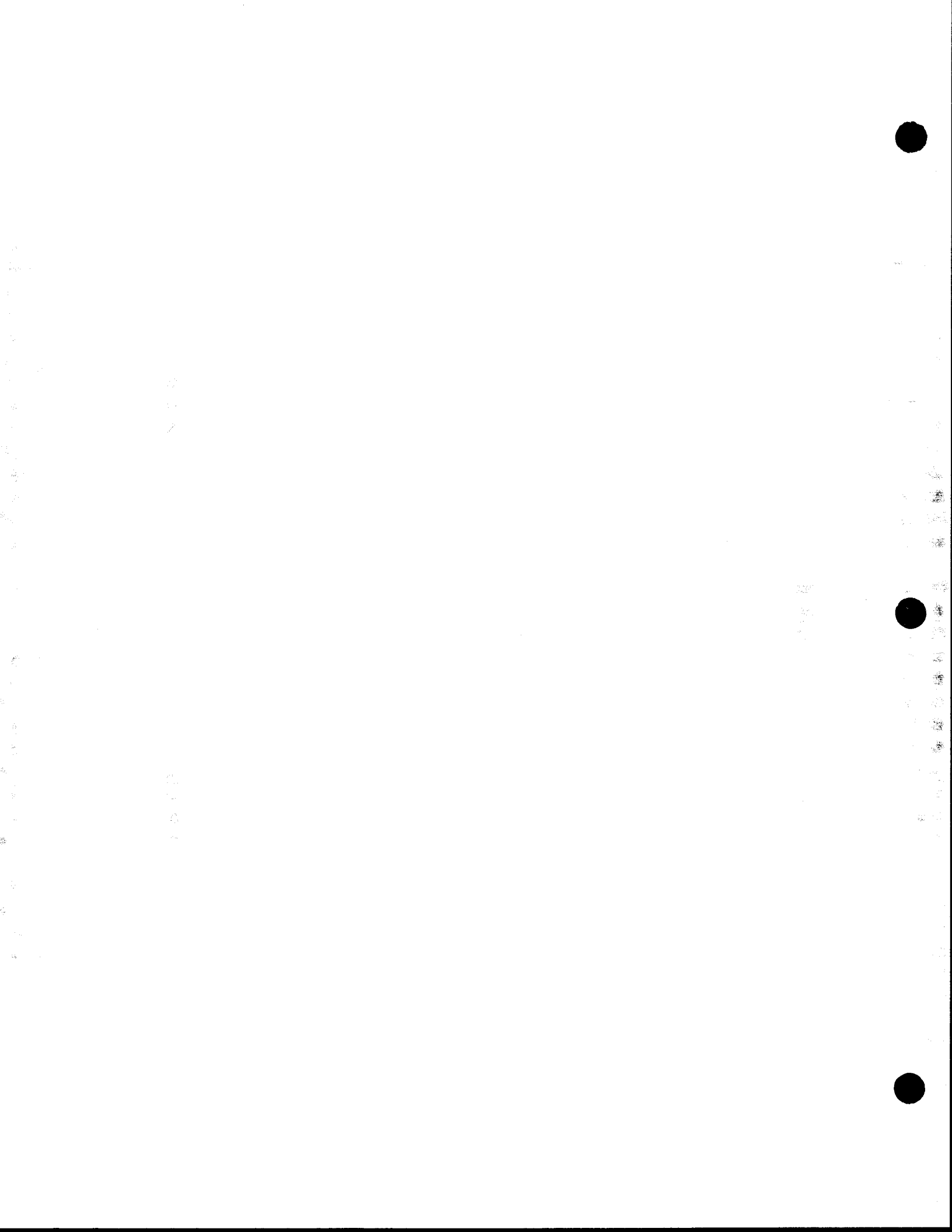
The annual report of the president shall include a statement of all emergency purchases made under the provisions of paragraph 3.

11. Interpretation

Disputes regarding the interpretation of the relevant statutes or their applicability to any purchase may be resolved by the Attorney General if the individual university Vice President for Finance and Administration determines that he/she cannot render a decision.

12. Leasing Land or Buildings

"The Board of Trustees...may lease land or buildings, or both, and facilities under the control and supervision of such board when such land, buildings or facilities are otherwise not used or needed for use...and such action seems desirable to produce income or is otherwise in the public interest, provided the Treasurer has determined that such action will not affect the status of any tax-exempt obligations issued or to be issued by the state of Connecticut...The proceeds from any lease or rental agreement pursuant to this subsection shall be retained by the constituent unit. Any land so leased for private use and the buildings and appurtenances thereon shall be subject to local assessment and taxation annually in the name of the lessee, assignee or sublessee, whichever has immediate right to occupancy of such land or building, by the town wherein situated as of the assessment day of such town next following the date of leasing. Such land...shall not be included as property of the constituent unit for the purpose of computing a grant in lieu of taxes pursuant to section 12-19a..." (C.G.S. 4b-38(g)).



meaning of subdivision (3) of section 12-540. Wherever in this chapter reference is made to the sale of tangible personal property or services, it shall be construed to include sales described in this subsection, except as may be specifically provided to the contrary.

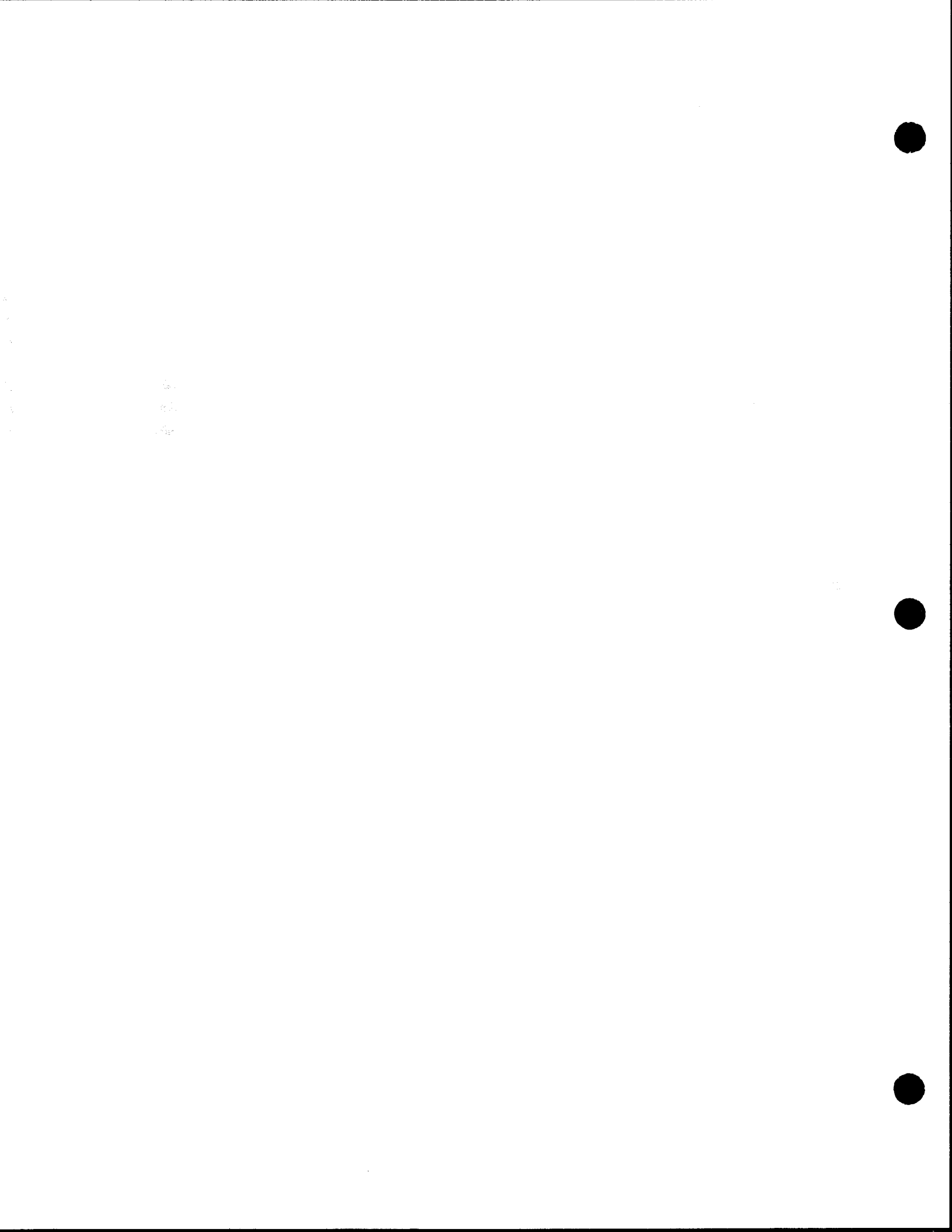
Sec. 11. Section 10a-151b of the general statutes is repealed and the following is substituted in lieu thereof:

(a) Notwithstanding the provisions of chapter 58, and sections 4-98, 4a-4, 4a-5, 4a-6, 4d-2, and 4d-5 to the contrary, a chief executive officer may purchase equipment, supplies and contractual services, execute personal service agreements as defined in section 4-212, or lease personal property compatible, where relevant, with standards for computer architecture established by the Department of Information Technology, without the approval of the Comptroller, the Commissioner of Administrative Services or the Chief Information Officer, provided the Chief Executive Officer consults with the Chief Information Officer and such purchases are made in accordance with this section and in accordance with policies which are (1) adopted by the board of trustees of the constituent unit after reasonable opportunity for interested persons to present their views, and (2) subject to section 4-175. For purposes of this section, "chief executive officer" means the chief executive officer of a constituent unit of the state system of higher education or the chief executive officer of an institution within the jurisdiction of such a constituent unit. The provisions of sections 4-210 and 4-212 to 4-219, inclusive, and section 9 of public act 93-336* shall not apply to personal service agreements executed pursuant to this section.

(b) Purchases made pursuant to this section shall be based, when possible, on competitive bids or competitive negotiation. Such chief executive officer shall solicit competitive bids or proposals by sending notice to prospective suppliers and by posting notice on a public bulletin board in his office. Such notice shall contain a notice of state contract requirements pursuant to section 4a-60. Each bid or proposal shall be kept sealed until opened publicly at the time stated in the notice soliciting such bid or proposal. If the amount of the expenditure is estimated to exceed [twenty-five] fifty thousand dollars, competitive bids or proposals shall be solicited by public notice inserted at least once in [not fewer than three daily newspapers] two or more publications, at least one of which shall be a major daily newspaper published in the state, and shall be posted on the Internet, and at least five calendar days before the final date of submitting bids or proposals. All purchases [twenty-five] fifty thousand dollars or less in amount shall be made in the open market, but shall, when possible, be based on at least three competitive quotations.

(c) Notwithstanding the provisions of subsection (b) of this section to the contrary, competitive bidding or competitive negotiation is not required in the case of minor purchases of [two] ten thousand dollars or less in amount or in the case of emergency purchases. Whenever an emergency exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the chief executive officer may, if it is for the best interest of the state, make purchases without competitive bidding. A statement of all emergency purchases made under the provisions of this subsection shall be set forth in the annual report of the chief executive officer.

(d) Nothing in this section shall exempt a constituent unit or chief executive officer from complying with the provisions of sections 4a-60 and 4a-61.



(e) No person, firm or corporation disqualified pursuant to section 4a-52a, or by the Commissioner of Administrative Services pursuant to section 4a-63 from bidding on contracts with the Department of Administrative Services may bid pursuant to this section.

(f) A chief executive officer who enters into a contract under this section which fails to meet the requirements of this section shall be personally liable for the costs of such contract and such contract shall be void and of no effect. Any amount paid under such contract may be recovered from such chief executive officer by the state in a civil action.

(g) Nothing in this section shall be construed to prevent a chief executive officer from participating in a contract for the purchase of equipment, supplies or services with the Department of Administrative Services pursuant to chapter 58.

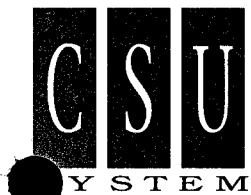
(h) Nothing in this section shall be construed to prevent a constituent unit from entering into a corporate sponsorship agreement which contains provisions for the barter of goods and services, provided such agreement is entered into in accordance with policies and procedures governing such agreements pursuant to subsection (a) of this section.

Sec. 12. This act shall take effect July 1, 1999.

TOP

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Connecticut State University System

Developing a State of Minds



TO: Mr. Lawrence D. McHugh, Chairman
and Members of the Board of Trustees

FROM: Bill Cibes *Bill*

RE: Revisions to Board Resolution #96-28, CSU Procedures for Purchasing,
Personal Service Agreements & Honoraria, and Travel

DATE: November 8, 1999

Board Resolution #96-28 states that the Chancellor of the Connecticut State University System is authorized to approve revisions to the established procedures for Purchasing, Personal Service Agreements and Honoraria, and Travel. Accordingly, I am acting to revise the established Travel procedures pursuant to the authorization granted by the Board of Trustees and fully in line with Connecticut General Statutes.

Attached you will find a copy of the CSU Travel Policies & Procedures Manual. This manual contains Systemwide policies and procedures which were put together and agreed upon by a Systemwide team containing members from each university as well as the System Office. This manual replaces in full the "Travel Procedures" section of the Addendum to Board Resolution #96-28.

Highlights of the changes to the travel procedures include the following:

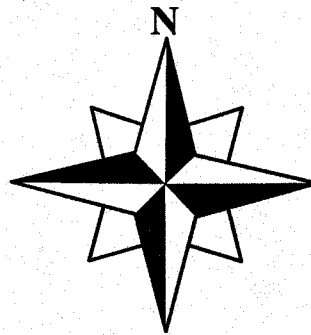
- Addition of Travel Definitions
- Clarification of Travel Authorizations Required
- Expanded explanations of Travel Advances and Supporting Documentation
- Update to include new State travel agent
- Modification of Travel Advance policy to require that only 80% of the total amount approved for reimbursement will be advanced
- Discussion of Required Approvals, and definition of what the approver's signature signifies
- Addition of procedures regarding first class travel
- Expanded examples regarding meal reimbursement
- Additional sections regarding Travel by Athletic Teams and Travel Expenses for Students Using University Funds

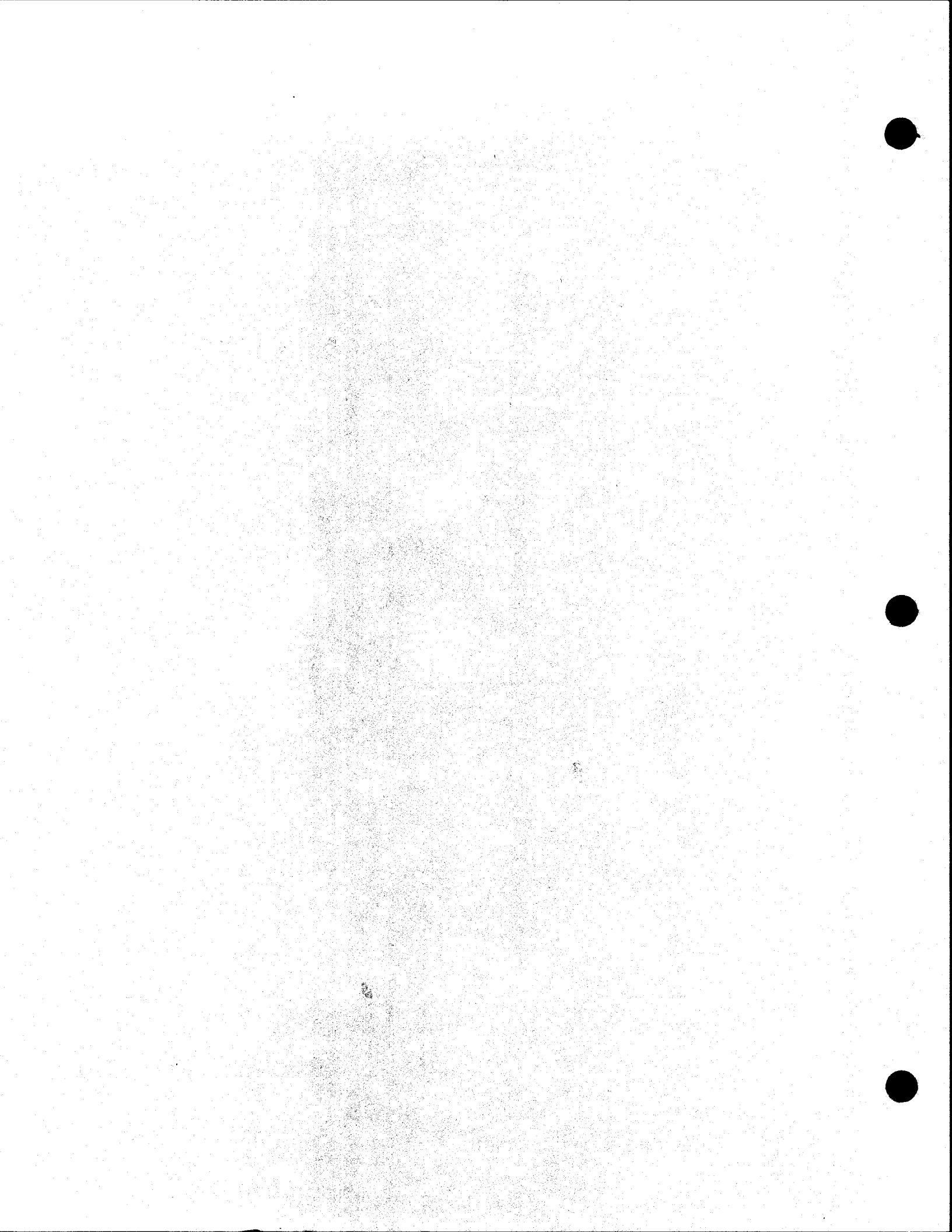
I am confident that the above revisions will have a positive effect on the efficiency, effectiveness, and customer service capability of travel offices throughout the System.

I would like to commend the CSU Travel Team on a job well done. The team consisted of : Chris Bukowiec (retired), Laurie Napierski, and Roger Geronimo (CCSU); John Berkett and Ron Weil (ECSU); Rich Maniero (SCSU); Jim McNiff and Kim Spinelli (WCSU); and Pam Kedderis and Lisa Bucher (System Office).

If you have any questions concerning this amendment please call Pam Kedderis.

Travel Policies & Procedures





MEMO

To: Travel Users

In this Travel Policy and Procedure Manual, we refer to the current State Travel Agent. As of July 1, 1998, the State's current Travel Agent is Sanditz Business Travel Services. They will be providing travel services, including air, hotel, auto reservations, air travel information and airline ticketing.

Sanditz Business Travel Services
98 Washington Street
Middletown, CT 06457

Contact: Joe Berry
(800) 447-3381
(800) 858-4456
346-5511

Website: www.sanditz.com



Table of Contents

Travel Components.....	1
Travel Definitions.....	1 - 2
Travel Authorization Required.....	2
Travel Advances.....	2 - 3
Supporting Documentation - Travel Authorizations	3
Required Approvals	3 - 4
Travel Authorization Revisions	4
Travel Authorization Cancellation	4
Insurance and Use of Personally Owned Vehicle	5 - 7
Constructive Cost of Use of Privately Owned Vehicle (AAUP Only)	7
Airfare and Rail Service	7 - 8
Car Rental and Other Transportation	8 - 9
Lodging.....	9 - 10
Meal Reimbursement and Incidental Expenses.....	10 - 14
Claiming Reportable Expenses	14
Allowable Reimbursement	15
Combined Business and Personal Time.....	15
Telephone Reimbursement and Business Services	15

Table of Contents

Parking Permits	15 - 16
Conference and Registration Fees	16
Supporting Documentation - Travel Reimbursement	16 - 17
Limitations of Reimbursement.....	17
Foreign Travel Reimbursement	17 - 18
Travel by Athletic Teams	18 - 20
Travel Expenses for Students Using University Funds.....	20

Exhibits

Exhibit A	Travel Authorization
Exhibit B	Travel Reimbursement Form
Exhibit C	Travel Advance Agreement
Exhibit D	DOT Official Mileage Guide
Exhibit E	Mapquest Tripquest Sample
Exhibit F	Allocation of Meal & Incidental Expenses
Exhibit G	Employee Payroll Reimbursement
Exhibit H	Policy Exception Request form



The CSU Travel Policies pertain to all employees of the Connecticut State University System, including Student Workers, Cooperative Students working for CSU, Graduate Assistants, Graduate Interns, University Assistants and other individuals performing services on behalf of the system. An employee is defined as any person who is paid via regular payroll. These policies also apply to students traveling using Student Activity Funds. Certain exceptions to these guidelines may apply depending upon the applicable collective bargaining agreement.

TRAVEL COMPONENTS

Out-of-state or international travel is composed of three elements:

1. Approval via submission of a Travel Authorization (Form CSUFRS-30, Exhibit A)
2. The actual trip
3. Reimbursement of actual expenses incurred via submission of a Travel Reimbursement form (Exhibit B) within 15 business days after completion of the trip if a travel advance is taken, or 30 calendar days after completion of the trip if an advance is not taken. Any forms submitted after the above timeframes will be returned without reimbursement, encumbered funds will be released, and the conditions of the travel advance agreement will be invoked.

In-state travel is composed of:

1. Mileage only or any non-mileage expense \$25.00 or less per trip with prior approval of Department Chair or Director. Submission of a Travel Authorization is not required. A current certificate of insurance must be on file in the Travel Office and 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 date will be returned without reimbursement.
2. Travel involving any non-mileage expense greater than \$25.00 per trip, submission of a Travel Authorization (Form CSUFRS-30) for approval is required and reimbursement is made via submission of a Travel Reimbursement form within 15 business days after completion of the trip if a cash advance is taken, or 30 calendar days after completion of the trip if an advance is not taken. Any forms submitted after this date will be returned without reimbursement and encumbered funds will be released.

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

TRAVEL DEFINITIONS

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

"Out-of-state Travel" means 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; Puerto

Rico; the Northern Mariana Islands; United States territories and possessions; Canada; Mexico; the Caribbean; and Bermuda.

“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.

TRAVEL AUTHORIZATION REQUIRED

An approved Travel Authorization (Form CSUFRS-30) should be submitted to the Travel Office at least two (2) weeks **prior to travel**. If the Travel Authorization is submitted less than two (2) weeks prior to travel when using the current State Travel Agent, the employee may be required to pick up their airline tickets themselves if electronic ticketing is not used.

An approved Travel Authorization is required for all out-of-state travel and in-state travel involving any non-mileage expense greater than \$25.00 per trip. A travel authorization for out-of-state travel at “no cost to the University” is required to be on file in the Travel Office, and the appropriate auto insurance must be on file in the Travel Office if using a personally owned vehicle (see page 4).

Failure to submit an approved Travel Authorization at least two (2) weeks prior to travel will mean that the travel office may be unable to render advances or prepayments as requested.

Travel authorizations received in the Travel Office after the travel has begun are not acceptable. In the case of extenuating circumstances, the reasons for the late submission must be documented on the Policy Exception Request form (Exhibit H) and approved by the traveler’s supervisor, and will be taken into consideration by the Travel Office, which will consult with the Vice President 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 \$25.00 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 (i.e. for classroom coverage, etc.)

TRAVEL ADVANCES

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 prepayment of registration fees, and must be in excess of \$100.00. Exceptions may be made for students and must be documented on the Policy Exception Request form (Exhibit H) and approved by the traveler's supervisor, and will be taken into consideration by the Travel Office, which will consult with the Vice President of Finance & Administration or Chief Financial Officer or designee on a case-by-case basis.

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

A Travel Advance Agreement (Exhibit C) must be signed by the requesting employee upon receipt of these funds. Please read the agreement form carefully before signing it. The agreement states that the requesting employee will submit a completed Travel Reimbursement form with the required documentation to the Travel Office **within fifteen (15) business days after completion of the trip**. If the advance was greater than the total expenditure, the requesting employee will return the excess to the Travel Office with the completed Travel Reimbursement form. The check should be made payable to your university ("Central Connecticut State University", "Eastern Connecticut State University", "Western Connecticut State University", "Southern Connecticut State University"; or, for the System Office, "Connecticut State University"). Receipt of a travel advance does not exempt the traveler from filing a Travel Reimbursement form. Advances will not be given when an employee has an outstanding advance which has been due for more than 30 days. 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 an employee's taxable compensation.

SUPPORTING DOCUMENTATION - TRAVEL AUTHORIZATIONS

Copies of all relevant documentation must be attached to the Travel Authorization form 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).

REQUIRED APPROVALS

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

1. **Employee's signature.** By signing the Travel Authorization form, the employee is certifying that the travel is necessary to the business of the University; the estimated expenditures are reasonable, proper, and in compliance with travel policies; and no personal expenditures are included. The employee 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 signature.** By signing the Travel Authorization form, the supervisor is certifying that he/she is aware of the employee's travel and that the travel is necessary to the business of the University, the estimated expenditures listed are reasonable and necessary, and that arrangements have been made to cover position requirements in the employee's absence.
3. **Fund (Cost Center) Manager's signature.** By signing the Travel Authorization form, the fund/cost center manager is certifying that funds are available in the amount of the Travel Authorization. The fund/cost center manager has the authority and 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.

TRAVEL AUTHORIZATION REVISIONS

Revisions of Travel Authorization forms are not necessary for inconsequential additions or deletions (less than 10% of the original approved Travel Authorization). Within this limit, no duplicate approval of the traveler's expense reimbursement will be required. Revisions are required if the total qualifying cost of the actual trip exceeds 10% of the approved Travel Authorization, subject to fund limitations.

All original signatures must be secured on the revised Travel Authorization.

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.

TRAVEL AUTHORIZATION CANCELLATION

Cancellation of an approved Travel Authorization must be made in writing or by electronic mail to the Travel Office. This must be done to release encumbered travel moneys. 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.

INSURANCE AND USE OF PERSONALLY OWNED VEHICLE

All employees are encouraged to use the state motor pool vehicles. If unavailable, employees authorized to travel on State business using their personal vehicle must submit the Declaration Page of their appropriate automobile insurance policy to the Travel Office **prior to travel**. The document must show policy limits, names of insureds, and 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 are:

Bodily Injury Liability: \$50,000 each person/\$100,000 each occurrence and \$5,000 in property damage, or in lieu of the above, \$100,000 minimum for bodily injury and property damage.

Mileage reimbursement will not be processed without the appropriate insurance policy (that which covers the date of travel) on file to support that minimum liabilities have been met.

An insurance card is unacceptable proof of minimum liabilities since the limits of coverage are not shown on the card.

The rate of reimbursement for personal mileage includes reimbursement for all costs of gas, oil and wear and tear. Parking and tolls may be reimbursed separately. Charges for road service, repairs, towage and other similar expenses are not reimbursable. (See page 7 for current GSA rate).

In cases where air, bus or rail travel is utilized, it is acceptable to claim personal mileage to and from the airport, depot or station (insurance policy must be on file and minimum liabilities met).

The Official Mileage Guide issued by the D.O.T. for State employees using their cars for official State business is shown in Exhibit D. Only mileage listed in this guide will be reimbursed for in-state travel unless another method of calculating mileage has been provided under the applicable collective bargaining agreement. A complete copy of the Official Mileage Guide is available at the Travel Office.

When submitting reimbursement for travel about town, different locations in the same city must be identified as well as the mileage to each destination.

Transportation of any kind between an employee's home and official duty station is not reimbursable. If the use of a personally-owned motor vehicle by an employee is authorized to be used for official state business, 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 the D.O.T. Official Mileage Guide, unless another method of calculating mileage has been provided under the applicable collective bargaining agreement.

EXAMPLE I: An employee lives in West Hartford, and his/her official duty station is in Hartford. The employee must travel to New Britain, and leaves from and returns to his/her home rather than his/her duty station. The distance from West Hartford to Hartford is 5 miles (round trip 10 miles), and the distance from West Hartford to

New Britain is 8 miles (round trip 16 miles). The employee would be reimbursed for 6 miles, as follows:

16 miles (Round trip from West Hartford to New Britain)

LESS: 10 miles (Round trip from West Hartford to Hartford – normal commute to and from duty station)

REIMBURSEMENT: 6 miles

EXAMPLE II: An employee lives in West Hartford, and his/her official duty station is in Hartford. The employee must travel to Newington, and leaves from and returns to his/her home rather than his/her duty station. The distance from West Hartford to Hartford is 5 miles (round trip 10 miles), and the distance from West Hartford to Newington is 5 miles (round trip 10 miles). The employee would receive no reimbursement, as follows:

10 miles (Round trip from West Hartford to Newington)

LESS: 10 miles (Round trip from West Hartford to Hartford – normal commute to and from duty station)

REIMBURSEMENT: 0 miles

EXAMPLE III: An employee lives in West Hartford, and his/her official duty station is in New Haven. The employee must travel to New Britain, and leaves from and returns to his/her home rather than his/her duty station. The distance from West Hartford to New Haven is 18 miles (round trip 36 miles), and the distance from West Hartford to New Britain is 12 miles (round trip 24 miles). The employee would receive no reimbursement, as follows:

24 miles (Round trip from West Hartford to New Britain)

LESS: 36 miles (Round trip from West Hartford to New Haven – normal commute to and from duty station)

REIMBURSEMENT: 0 miles

An exception to the above would be if the employee is traveling on State business on a normal day off, such as a weekend or a holiday. In this case, reimbursement is from the employee's home or point of origin for the trip.

For out-of-state travel, mileage from point-to-point will be determined through the use of "Mapquest! Tripquest" (www.tripquest.com). To use this resource, simply call up this web site using the listed address, type "Post Office" into the Street Address section, type the city and state of your starting point and destination into the indicated sections, select "City-to-City" Route Type, and select "Overview Map with Text" Route Mapping; then select

"Calculate Directions". The result will be a route map and city-to-city directions indicating the total mileage from point-to-point. See Exhibit E for an illustration of the web site, indicating appropriate inputs. Mileage reimbursement cannot exceed lowest available air fare to the same destination. Any comparisons to air fares, 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 in lieu of public transportation are allowed **up to** the cost of air fare to the same destination; but will not be allowed if their inclusion would raise the cost of the automobile trip **above** the air fare to the same destination.

Currently, the GSA mileage rate is **\$0.31 per mile**, effective April 1, 1999. In addition, there may be additional reimbursements in accordance with collective bargaining agreements.

CONSTRUCTIVE COST OF USE OF PRIVATELY OWNED VEHICLE(AAUP ONLY)

For AAUP members, if an employee uses his/her personal vehicle for travel on university business, he/she will be reimbursed for such use at the standard GSA rate. Constructive cost of use of a privately owned vehicle shall not exceed cost of conveyance by most appropriate common carrier, except as approved by the president. It is the responsibility of the traveler to provide comparative fare for most appropriate common carrier.

AIRFARE AND RAIL SERVICE

In general, all airline and rail service should be booked through the current State Travel Agent except for AAUP members, SUOAF-AFSCME members, Confidential Unclassified and Management Exempt employees, who may make their own reservations. However, an exception will be made if lower-cost airfare can be obtained elsewhere. Travelers are encouraged to negotiate with the State Travel Agent to match lower-cost airfare found elsewhere. Bids for group travel should be solicited through the Purchasing Office. Prior to booking airfare through the current State Travel Agent, call the University's Travel Office to obtain a travel authorization number. Reservations will not be made without this number. You will also be required to give your name, agency name and number, employee number, home and work telephone number to the Agent. Be sure to type your assigned Travel Authorization number on the CSUFRS-30 form (upper right hand corner). Prior to reserving any new airline tickets, all unused unexpired airline tickets previously purchased by the University 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. If an airline does not offer electronic ticketing, tickets will be delivered to the Travel Office and the traveler will be notified to arrange for pickup, with the exception of the System Office, where the traveler will have the option of picking up their own tickets or having the tickets mailed to them.

Reimbursement for all air travel will be at the lowest available rate. 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 discouraged; 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 University President's (or Chancellor's, in the case of the System Office) original signature and written justification for the exception, submitted on the Policy Exception Request form (Exhibit H).
- Total flight time (from point of departure to destination - actual time in the air) must be a total of six (6) hours or more.
- Travel on the Concorde is not allowed.
- A copy of the flight itinerary must be attached to the Travel Authorization in order to verify flight time. In addition, a Policy Exception Request form for the use of first class or business class bearing the President's original signature is required to be attached to the Travel Authorization.

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.

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.

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".

CAR RENTAL AND OTHER TRANSPORTATION

In general, all rental vehicles should be booked through the current State Travel Agent. The request 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.

Request for automobile rental must be made on a separate sheet attached to the Travel Authorization form.

All employees authorized to rent an automobile must submit the Declaration Page of their current automobile insurance policy to the Travel Office prior to travel. The document must show the policy limits and must meet the same 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 are:

Bodily Injury Liability: \$50,000 each person/\$100,000 each occurrence and \$5,000 in property damage, or in lieu of, \$100,000 minimum for bodily injury and property damage.

Automobile rental will not be allowed or reimbursed without the current insurance policy on file to support that minimum liabilities have been met. An insurance card is unacceptable proof of minimum liabilities since the limits of coverage are not shown on the card.

Collision and personal accident insurance offered by the rental company must be purchased by the employee. The cost for this will be reimbursed as a regular travel expense.

Reasonable use of taxis, airport limousines 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. Receipts are required if the cost exceeds \$25.00.

Cost of taxis to and from places of lodging to take meals, is part of the incidental expenses component of the meal per diem and is not reimbursable (see page 13).

LODGING

A University traveler is normally not entitled to lodging when travel distance is less than fifty 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 Exhibit H). If the justification is not sufficient, the appropriate senior manager will secure any required additional information and add it to the request.

Lodging costs may be reimbursed 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 general, all lodging should be booked through the current State Travel Agent. In the case of a conference, each university 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 indicating the date and amount expended, regardless of cost. The receipt must show a zero balance and the traveler's name(s). If it does not, the credit card receipt along with the original lodging receipt will be acceptable proof of payment. In the case of athletic team travel, it is required that a list of names of those who occupy the rooms be attached to the receipt, if they are not shown on the receipt itself.

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

Lodging is paid as 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 cost for lodging is allowed, whether or not any payment of lodging is made to the friend or relative.

MEAL REIMBURSEMENT AND INCIDENTAL EXPENSES

Reimbursement for meals and incidentals will be based on current GSA rate broken down as specified in the Federal Travel Regulations, Appendix B to Chapter 301 -- Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance as per Exhibit F; or appropriate collective bargaining agreement.

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 CSU System (excluding grants). For other in-state travel, the meal policy is as follows:

- Recruiting – Expenses of luncheon or dinner meetings held in connection with University business or with the entertaining of guests visiting the University on official business are allowable. Expenditures should be limited to the cost of food only. CSU does not pay for alcoholic beverages. Luncheon expenses of staff members are usually a personal responsibility; however, reimbursement of noontday 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. 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/Chief 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 CSU employee as defined on Page 1.

The above policies apply unless the University has a specific refreshment policy which covers the above. In this case, the refreshment policy would take precedence.

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.

- 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 (i.e. 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 F. 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:

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:

1:01 AM to 7:00 AM = ¼ day
7:01 AM to 1:00 PM = ¼ day
1:01 PM to 7:00 PM = ¼ day
7:01 PM to 1:00 AM = ¼ day

The traveler is to be credited with a ¼ day proration for every time period in which the travel falls.

For example, if a traveler departs for a conference at 6:58 AM on the first day of travel where an overnight stay is involved, and does not receive any meals as part of the conference registration fee, the traveler will receive a full day's per diem for that day of travel.

If a traveler departs for a conference at 7:05 AM on the first day of travel where an overnight stay is involved, and does not receive any meals as part of the conference registration fee, the traveler will receive three-quarters of a day's per diem for that day of travel.

If a traveler departs for a conference at 7:05 AM on the first day of travel where an overnight stay is involved, and receives lunch as part of the conference registration fee, the traveler will receive the following reimbursement for that day's travel:

Assume: Per diem = \$42 (\$6 breakfast, \$11 lunch, \$17 dinner, \$8 incidentals)
Calculation of reimbursement is: $\$42 \times .75 = \31.50 , less \$11 = \$20.50

If a traveler departs for a conference at 7:05 AM and returns home at 5:00 PM (no overnight stay involved), and does not receive any meals as part of the conference registration fee, the traveler will receive one-half of a day's per diem for that day.

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 CSU or home **BEFORE** 7:00 a.m.
Arrival at CSU or home **AFTER** 9:00 a.m.
- Lunch: Departure from CSU or home **BEFORE** 11:00 a.m.
Arrival at CSU or home **AFTER** 2:00 p.m.
- Dinner: Departure from CSU or home **BEFORE** 5:00 p.m.
Arrival at CSU 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 applicable maximum Meal and Incidental Expenses (M&IE) rate prescribed for the location of the lodging, prorated as provided above

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.

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

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 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 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 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.dtic.mil/perdiem/pdrates.html. 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) or actual expenses as documented with receipts for all meals regardless of cost.

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

Reimbursement of meals in a foreign country that exceed \$25 is handled as follows:

- If the employee has a receipt for the specific meal that is over \$25 yet is under the per diem, reimbursement will be made for the actual expense.
- If the receipt is over \$25 and is in excess of the per diem, only the per diem will be reimbursed.
- If the per diem for a specific meal is greater than \$25 and a receipt is not available, reimbursement of \$25 will be given for that meal. If this case occurs on a partial day of travel, pro rate the per diem first, then deduct the meal when calculating the meal allowance.

Per diem payments at or below the federal rate are non-reportable. Actual meal expenses are also non-reportable. Any per diem amount paid, either by collective bargaining agreement or by Standard State Travel Regulation in excess of the federal per diem rate is considered reportable wages and is 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 F. 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

In addition, airline meals will not result in a reduction in the daily subsistence allowance.

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
- telegram and telephone calls necessary to reserve lodging accommodations

Expenses for liquor (including beer and wine) and floor cover charges billed with food are not reimbursable.

CLAIMING REPORTABLE EXPENSES

When filing a claim for reportable income due to travel, two different forms must be completed: a Travel Reimbursement form for the items that are non-reportable and an Employee Payroll Reimbursements form (CO17XP-PR) also must be completed for the reportable items. The reportable amount will be processed through the payroll system and will appear in the employee's paycheck. See Exhibit G for a sample Employee Payroll Reimbursements form and instructions.

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 proceeding 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 saving 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.

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

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 written quotation of the cost of round-trip air fare directly to and from the business destination. 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.

TELEPHONE REIMBURSEMENT AND BUSINESS SERVICES

Charges for telephone calls made for official State business will be allowed provided that proper documentation is submitted showing destination (number or person called), charge per call and justification (this will be submitted with the Travel Reimbursement form). A prepaid calling card may be purchased for business use when engaging in foreign travel.

Expenses for stenographic, typing, photocopying, facsimile or other business services are allowable if supportive of official State business and accompanied by receipts and justification.

PARKING PERMITS

Parking permits for Bradley International Airport are available to all State employees on official State business regardless of source of air ticket purchase. Request for parking permit may be made by checking the box on the Travel Authorization form. However, a current copy of the employee's personal automobile insurance policy must be on file in the Travel Office (see section "Insurance and Use of Personally Owned Vehicle", page 4).

Under no circumstances will reimbursement be made for long term parking at Bradley International Airport.

Charges for airport parking (other than Bradley International Airport) are reimbursable. If over \$25.00, a receipt is required.

CONFERENCE AND REGISTRATION FEES

Supporting documentation attached to the Travel Authorization must show this fee. It is possible to have the University prepay a conference fee if requested on the Travel Authorization at least two (2) weeks prior to the sponsoring organization's payment due date. 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.

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, 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 F. Exceptions are as follows:

- 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

SUPPORTING DOCUMENTATION - TRAVEL REIMBURSEMENT

No claims are to be filed for reimbursement of expenses without documenting the actual expenditure. Each expenditure exceeding \$25.00 must be supported by an **ORIGINAL** voucher or receipt, per State Statute 3-117. Original passenger portion of airline ticket, rail or bus ticket stubs must be attached to the Travel Reimbursement form **regardless if reimbursement is claimed or unclaimed**. Travelers taking advantage of electronic ticketing now offered by major airlines must submit with their Travel Reimbursement form either the original receipt or original boarding pass and a copy of the itinerary showing amount paid. All claims for lodging must be supported with an original 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 business. Itemized expenses must be listed in detail. Justification for business related telephone calls must be attached.

Regardless of cost, proof of registration fee payment for a workshop or conference is required either with an original receipt or copy of both sides (face and endorsement side) of a canceled check. The endorsement (back) side of the check is necessary in order to show that the check was cashed. However, waiting for the bank to return a canceled check delays reimbursement. It would be more prudent to request a receipt at the conference site. If registration is prepaid by the University, receipts are not required.

If any of the required receipts are missing or lost, a Policy Exception Request (see Exhibit H) 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 (i.e. an organization or foundation), the traveler must provide proof of which expenses are provided from that source.

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.

Charges for airport parking (other than Bradley International Airport) are reimbursable. If over \$25.00, a receipt is required.

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

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

Occasionally, an employee may purchase books, videos or audio tapes at a conference or workshop that was not included on the original Travel Authorization. A revised Travel Authorization form must be submitted in order to claim reimbursement.

FOREIGN TRAVEL REIMBURSEMENT

All of the above travel policies apply when undertaking Foreign travel.

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/converter/classic>

Each receipt must be labeled and the U.S. dollar equivalency written on each.

Persons in travel status in "Foreign" areas as defined on page 2 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
- excess baggage

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 CSU 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, CSU 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 employees and team members who will constitute the team travel party on that trip. This list must be approved by the Director of Athletics prior to the trip.
- **Air Travel**
 - ⇒ If the University has entered into contracts with agencies to provide air tickets billable directly to the University, 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.
- **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**

- ⇒ Rooms for team members and employees traveling as part of the team party 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.
- 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. 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 portorage allowance otherwise payable to employees for each day in transit, unless mandatory portorage fees are required in hotels per union agreement.
- 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. The Athletics coach or designee shall include in the expense report receipts for all expenditures as required under CSU 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.
 - ⇒ Employees identified as members of the team party on a trip may not file individual expense reports for reimbursement of expenses associated with the same trip. An exception is made when the employee is not a member of the team party for the entire trip.
 - ⇒ Employees not traveling as members of the team party may be guests of the team or of members of the team party for some functions associated with team travel. Any employee guests must be identified in the team expense report submitted by the Athletics coach or designee. Employees who are guests at team functions must submit their individual travel expense reports to the Athletics coach or

designee, who shall reconcile them to the team expense report. The individual expense reports of the team guests will be submitted to the Travel Office by the Director of Athletics or designee along with the team travel report. However, reconciliation of the individual guests' travel reports with the team travel report shall not constitute approval by the Director of Athletics of the guests' reported expenses, except as they relate to team functions including that guest.

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

TRAVEL EXPENSES FOR STUDENTS USING UNIVERSITY FUNDS

Students may be reimbursed for their expenses while traveling on University business using University funds (as opposed to using the Student Activity Fund) 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 employee. An approved Travel Authorization is required for all out-of-state travel and in-state travel involving any non-mileage expense greater than \$25.00 per trip. Upon return from the trip, a Travel Reimbursement form must be submitted to the Travel Office within 15 business days after completion of the trip if a travel advance is taken, or 30 calendar days after completion of the trip if an advance is not taken, with all required original receipts attached. Reimbursement of expenses will be consistent with established travel policies.
- A student may obtain a travel advance under the same procedures used by employees. However, student advances are the responsibility of the sponsoring department. If a Travel Reimbursement form is not submitted to clear the advance within 15 business days after completion of the trip, the department sponsoring the travel will be charged for the amount of the advance. No further student travel advances will be allowed within that department until proper documentation is filed to clear the advance.
- When student(s) travel with an employee, a list of the students and their Social Security numbers may 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.
- Arrangements for lodging, transportation and registration fees related to student travel may be made via purchase order directly with appropriate vendors.