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STATE COMPTROLLER



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STATE OF CONNECTICUT
OFFICE *of the* STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

MEMORANDUM NO. 2022-32

November 8, 2022

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Fiscal and Administrative Officers, Business Managers, and Payroll and Personnel Officers

Subject: Revision to Travel Procedures

Your attention is directed to the following changes in procedure relative to required approvals pertaining to the amended State Travel Regulations, **effective July 1, 1998**. Additional revisions to these procedures, based on the amended travel regulations, will be addressed in a subsequent notification from the Department of Administrative Services.

I. PURPOSE

To inform agencies of the changes to the travel procedure process. The State travel agent is no longer required but recommended.

II. AUTHORITY

The Department of Administrative Services' amended regulations for [Reimbursement of State Employees for Expenses Incurred in the Performance of their Duties](#) - Section 5-151c-1 through 5-141c-11.

[Connecticut General Statutes, Section 3-112, ...](#) The Comptroller shall: ... (4) prescribe the mode of keeping and rendering all public accounts....

III. TRAVEL AUTHORIZATION

A. Agency Funded Travel

Agencies now have the authority to approve their own agency funded travel requests. Effective July 1, 1998, agencies should no longer submit a Travel Authorization Request Form (CO-112) to the Comptroller's Office for approval.

Continue to use Form CO-112 only as an internal form with the required employee, supervisor, and agency head approval. Do not send this to the Comptroller's Office but keep it on file at the agency for audit purposes.

B. Union Employee Travel Fund

The Office of the State Comptroller will continue to administer the fund for Tuition, Training and Travel Reimbursements applicable to certain collective bargaining units. Travel Authorization (CO-112) requests must be submitted to the Comptroller's Office for approval. Submit all copies of the Agency approved CO-112 intact to:

Office of the State Comptroller
Active Pension and Payroll Services Division
165 Capitol Avenue
Hartford, Connecticut 06106

The union travel procedure process can be found here:
<https://www.osc.ct.gov/manuals/TravelProc2022/index.htm>

It is the agency's responsibility to ensure that these funds are available prior to approving employee travel. If adequate Union Employee Travel Funds are not available, the cost will come out of the employee's agency's budget.

IV. TRAVEL AGENT

It is **recommended** but **not mandatory** to utilize Sanditz Business Travel Services for travel arrangements including air, rail, hotel, auto reservations, and airline ticketing. Sanditz Business Travel Services is the State's designated travel agent.

If using this service, all State related business travel arrangements **must** be made in advance by contacting Sanditz Business Travel Services.

V. TRAVEL BY AIR

A. Information and Booking

For information regarding itinerary and for booking reservations, contact Sanditz Business Travel Services at 1-800-447-3381.

When making a reservation, the following information must be provided:

1. Passenger's (employee's) name and employee's payroll identification number
2. Name as it appears on the passenger's (employee's) driver license
3. Employing state agency name and number
4. Passenger's (employee's) date of birth and cell phone number
5. Travel Authorization Number

B. Ticket Distribution

Air travel tickets will no longer be distributed through the Comptroller's Office.

All travel accommodations are sent by email to the employee from Sanditz Business Travel Services.

Airline Ticket Purchases

1. Over \$1,000

If an individual ticket transaction exceeds \$1,000, agencies must adhere to established procurement policies for purchases over \$1,000.

OTHER BUSINESS TRAVEL SERVICES

A. Lodging Reservations (*recommended but not mandatory*)

Upon agency approval, lodging arrangements may be made through Sanditz Business Travel Services. Convention and conference lodging reservations may also be made through Sanditz Business Travel Services unless the conference organization can obtain a better rate.

B. Vehicle Rentals (*recommended but not mandatory*)

Upon agency approval, all vehicle rentals may be made through Sanditz Business Travel Services.

C. Travel by Rail (*recommended but not mandatory*)

Employee travel by rail may be reserved through Sanditz Business Travel Services. Sanditz Business Travel Services uses Amtrack **only**.

D. Agency Funded Travel Reimbursements, Other than Airfare

All employee reimbursements from agency funds will be paid as a payroll item through the Comptroller's Payroll Services Division. Please refer to Comptroller's Memorandum No. 97-57 for further information.

VI. PARKING PERMITS FOR BRADLEY INTERNATIONAL AIRPORT

Parking permits are **no longer** provided.

VII. QUESTIONS

Questions may be directed as follows:

State Travel Regulations Interpretation:

Department of Administrative Services: (860) 713-5100

Air Reservations, Car Rental, Lodging Reservations:

Sanditz Business Travel Services: 1-800-447-3381

Union Employee Travel:

Approval - Active Pension Payroll Services Division: (860) 702-3344

Funding - Active Pension Payroll Services Division: (860) 702-3411

Memorandum Interpretation:

Active Pension Payroll Services Division: (860) 702-3411

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Natalie Braswell
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