

EMPLOYEE VOUCHER - ADDENDUM

CO-17XP-A REV 5/25 800-02

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
**STATEWIDE PAYROLL
& TIME MANAGEMENT DIVISION****INSTRUCTIONS**

1. THIS FORM IS TO BE USED IN CONJUNCTION WITH THE CO-17XP-PR EMPLOYEE VOUCHER.
2. COMPLETE THE FORM AS REQUIRED, THEN PHOTOCOPY AND DISTRIBUTE AS INDICATED BELOW.
3. INQUIRES REGARDING THE COMPLETION OR PROCESSING OF THIS FORM SHOULD BE MADE TO THE STATEWIDE PAYROLL & TIME MANAGEMENT DIVISION AT (860) 702-3463.

NOTE: THESE RATES ARE SUBJECT TO AMENDMENT BY FEDERAL REGULATION. CHANGES WILL BE ANNOUNCED,
WHEN APPLICABLE, IN SUBSEQUENT COMPTROLLER'S MEMORANDA.

DEPARTMENT	T.A. NUMBER	DATE OF TRAVEL	EMPLOYEE NUMBER	EMPLOYEE NAME

PLEASE CHECK APPLICABLE BLOCK BELOW:

☐ CONTINENTAL UNITED STATES TRAVEL (ENTER AMOUNT ON LINE 8)☐ FOREIGN TRAVEL - (ENTER AMOUNT FROM U. S. DEPARTMENT OF STATE STANDARDIZED REGULATIONS FOR FOREIGN AREAS INCLUDING ALASKA AND HAWAII, ON LINE 8 AND/OR THE APPROPRIATE ADJUSTED RATE FOR PARTIAL DAYS, AS CALCULATED BELOW.)

CATEGORY	1. PARTIAL DAY		2. FULL DAY
	FROM AM	TO PM	
1. TIME OF TRAVEL (FOR PARTIAL DAYS ONLY)			
2. MEAL RATE - TOTAL MEALS CLAIMED			
3. 15% GRATUITIES			
4. TAXES ON MEALS			
5. PREMIUM CITY SUPPLEMENT			
6. MISCELLANEOUS (OTHER INCIDENTAL EXPENSES SUCH AS GRATUITIES , ETC. RELATED TO LODGING AND MEAL CHARGES)			
7. STATE PER DIEM CLAIMED (ADD LINES 1 THROUGH 6)			
8. FEDERAL PER DIEM RATE _____ X NUMBER OF FULL AND / OR PARTIAL DAYS _____ (OR FOREIGN TRAVEL RATE)			
9. EXCESS OF PER DIEM RATE (NOT LESS THAN ZERO) (LINE 7 MINUS LINE 8)			
10. UNDOCUMENTED LUMP SUM (AFTER 2 DAYS)			
11. AMOUNT REPORTABLE (ADD LINES 9 AND 10) (NOT LESS THAN ZERO)			

IN CALCULATING THE AMOUNT THAT IS NOT CONSIDERED WAGES, THE FEDERAL PER DIEM RATE SHOULD BE PRORATED BASED ON THE FOLLOWING TIME TABLE. AN EMPLOYEE IS TO BE CREDITED WITH A .25 DAY PRORATION FOR EVERY TIME PERIOD IN WHICH HER/HIS TRAVEL TIME FALLS.

1:01 AM TO 7:00 AM = .25 DAY

7:01 AM TO 1:00 PM = .25 DAY

1:01 PM TO 7:00 PM = .25 DAY

7:01 PM TO 1:00 AM = .25 DAY

EXAMPLE: - AN EMPLOYEE TRAVELING FROM 6:59 AM TO 7:01 PM, WOULD BE ENTITLED TO A NON REPORTABLE PAYMENT OF UP TO THE FULL
FEDERAL PER DIEM.
- AN EMPLOYEE TRAVELING FROM 8:30 AM TO 4:30 PM, WOULD QUALIFY FOR UP TO .50 OF THE FEDERAL PER DIEM.

(BLOCK 12) NON-REPORTABLE AMOUNT (LOWER AMOUNT OF LINES 7 OR 8). \$	(BLOCK 13) REPORTABLE AMOUNT \$
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