In State Travel Information Form

## Background Information

Traveler’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Affiliation (Faculty, Staff, Student or Volunteer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of miles from home address to UConn campus: \_\_\_\_\_\_\_\_\_\_\_\_\_

KFS Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If applicable, note grant end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*If you have more than one account, please submit one travel form per KFS account

## Travel Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Traveler’s Name | Date | From (City) | To (City) | Business Purpose | Did you depart/return from your official duty station? | Was it a round trip? |
| T. Smith | 9/29/14 | UConn | Hartford | Meeting | Yes | Yes |
| T. Smith | 9/30/14 | UConn | New Haven | Research | Yes | No |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Tips

* *No Travel Approval is required for employees whose duty station is located in the state of Connecticut and are traveling within the state.*
* Dates are only reimbursable within 6 months from the day of your *first* trip.
* Per University policies: “It is the responsibility of the traveler to maintain automobile insurance in the amount of $50,000/$100,000, if using their personal vehicle for business purposes.”
* If a traveler is departing/returning from their home, their daily commute must be deducted from the mileage being claimed no matter what day it is – this includes weekend days, non-work days, and holidays.
  + Example: Tina lives 10 miles from UConn. On a round trip to Hartford, she submits 60 miles total. She will be deducted 20 miles (to and from work distance) from her 60 total miles since she did not depart or return back to her duty station.
* Duty Stations represent your primary location of work.
  + Reference business leg if you are visiting more than one site.
    - Each departure location will require an exact address for documenting purposes.
* Please submit all original parking receipts.

## In-State Lodging

* Travelers may receive reimbursement for in-state lodging when attending a conference within the State of Connecticut, regardless of distance from official duty station.
* Subject to prior approval from the appropriate Department Head, Director, or Dean, a traveler on University business may request reimbursement for lodging when the distance they are required to travel is more than 75 miles one-way from their official duty station. However, if the traveler’s destination is less than 75 miles from their personal residence, the traveler may not request reimbursement for lodging even if the mileage from the traveler’s official duty station is 75 miles.

## Meals Expenses for Single-Day Travel (No-Overnight)

* Unless otherwise provided under Collective Bargaining Agreements, travelers who are required to travel for University business without an overnight stay may be eligible for meal reimbursement if the traveler is away from their home and official duty station for **more than ten hours** and the reimbursement requests are occasional and non-routine. Travelers must receive prior Department Head, Director, or Dean’s approval. In this situation, employees are entitled to reimbursement for lunch. In addition, employees who depart their home or official duty station prior to 7:00 a.m. are entitled to reimbursement for breakfast. Employees who return to the home or official duty station after 7:00 p.m. are entitled to reimbursement for dinner. Receipts are not required; travelers must note times of departure and return on the Travel Reimbursement Form to substantiate meals eligible for reimbursement.

## FOR MORE SPECIFIC INFORMATION, PLEASE VISIT: http://policy.uconn.edu/wp-content/uploads/2011/06/Travel-Policy-for-Travel-Website-12-4-12.pdf

## Deadline and Timeline

* Travel Information Forms (above) should be submitted to Leah Ward (grant-related in-state travel); Kim Shirshac (UCAPP and ELP in-state travel); Lisa Nesbitt (all other in-state travel) on the last day of every month. Leah will then add your information to the Travel Reimbursement Form and request your signature, as the traveler.
  + If you are interested in receiving a reminder email each month, please contact your Admin. Team Representative.
* Once submitted, travel reimbursement checks should be mailed to the department or added to your direct deposit within 2 weeks.
  + For more information on how to set up direct deposit, visit: <http://ap.uconn.edu/forms/employee_eft_form.pdf>  
    \*Direct deposit with Accounts Payable is different than with Payroll.