

EXHIBIT A

EMPLOYEE TRAVEL REIMBURSEMENT POLICY

Any employee who is required to travel on official State business shall be reimbursed for lodging, mileage, meals, etc. in accordance with the terms and conditions outlined in the Connecticut's Standard State Travel Regulations, subject to such modifications and exceptions as provided herein:

The mileage between points of travel to one destination in one day must be based on the mileage charts published by the State Department of Public Utility Control. If the use of a personally owned motor vehicle by an employee is authorized by the agency head to be used for official State business, the employee shall be reimbursed at the established mileage rate for travel from his/her duty station or from home to and around the work area, whichever is less, and return.

The mileage reimbursement rate shall be the U.S. General Services Administration (GSA) rate, subject to adjustment within thirty days of federal revision.

When authorized in accordance with Standard State Travel Regulations, any employee who is required to travel on State business shall be reimbursed for meals scheduled within travel time at the following rates, provided such meals are not covered by any other funding source:

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	<u>\$20.00</u>
	\$38.00

When authorized in accordance with Standard State Travel Regulations, any employee who is required to travel on out-of-state/overnight business for at least two consecutive full work days shall be reimbursed an amount of \$5 per day to cover undocumented costs such as use of a personal cell phone to conduct State business.

These rates shall be in use unless or until they are readjusted by the State at which time this policy shall be updated and recirculated to staff.

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