WORK RELATED TRAVEL POLICY	
Policy Number: 2024-002	**Policy Issued:** TBD (approval date)
Policy Revision Dates: N/A	
Policy Effective Date: TBD (Upon approval)	**Policy Approved by:** Board of Directors

Purpose: This policy explains the procedure and parameters for payment or reimbursement for costs associated with employees' work wokrelated travel. This policy should be read separately from SERC's Mileage Reimbursement Policy.

Scope: This policy applies to all employees.

Policy Statement: Certain costs related to travel for work purposes will be covered by SERC or by a contracted entity.

Policy: SERC employees may occasionally travel long distances or out of state to attend, facilitate, or present at professional learning conferences or to provide contracted services. When SERC employees attend pre-authorized conferences or similar events, SERC will pay the costs for registration, travel, lodging, and meals. When providing contracted services that require overnight accommodations away from home, the expectation is that the contract between the entity and SERC includes payment for travel, lodging, and meals.

DEFINITIONS

Out of state: Any travel outside the State of Connecticut for the purpose of conducting business outside the State of Connecticut.

Professional Learning: Learning that serves to enhance or update knowledge or skills related to job performance and career enrichment.

Contracted Services: Work performed pursuant to a fully executed agreement.

PROCESS

Professional Learning

Employees must receive written authorization before making out-of-state travel arrangements or agreeing to any work that would require overnight accommodations, for any professional learning events.

1. Depending on the timing and scope of the professional learning event, SERC will either pay upfront costs for event registration, travel, and lodging or reimburse the employee for these costs. The decision for each event will be decided on a case-by-case basis after discussion between the employee and their supervisor.

a. Travel days must be authorized by the employee's supervisor before arrangements are made. Extending travel before or after the time required for the event may incur additional costs for the employee, which may not be reimbursed or paid for by SERC.

b. Lodging arrangements will be based on double occupancy rates unless lower rates are available. SERC may not always have the flexibility to pay for all attendees to occupy an individual room. In the event that employees are given the option to choose shared or single room assignments, employees should agree in writing and provide advance notice to SERC regarding shared room assignments.

c. Special accommodation or upgrades required for travel or lodging should be discussed with Human Resources before arrangements are made. Employees requesting accommodation will be required to submit documentation from a health professional to Human Resources. SERC does not guarantee that even if granted, a request for special accommodations will be reimbursed or paid for by SERC.

d. Due to the nature of the supervisory role, supervisors traveling for work related events will be placed in a single room.

2. SERC will reimburse the employee for meals purchased out of state on the event day(s) and for pre-authorized travel days. Meal reimbursement will be at the current per diem rate published by the U.S. General Services Administration (GSA).

3. Employees must comply with the established SERC Fiscal Department procedures to receive reimbursement.

4. Employees must sign the Professional Learning Travel and Attendance Agreement stating that should they fail to attend the event, they will be responsible for the repayment of costs that SERC has incurred on their behalf unless the costs are refunded or transferred to another employee for that event.

Contracted Services

Costs for travel, lodging, and meals for contracted services out-of-state must be included in the contract either as a part of the total fee or as an agreement to reimburse SERC. Contracts should not include provisions for personal reimbursement. Travel arrangements shall only be made after the contract is fully executed and written authorization is received from the employee's supervisor. Fees for travel, lodging, and meals should comply with State of Connecticut regulations, including the GSA per diem rate. Employees should direct any questions about this policy to their supervisor.

Signature: _____ Date: _____

Dr. Agnes Quinones, Chair, SERC Board of Directors