



## Mileage Reimbursement Process

### Manchester Community College

### Academic Affairs

1. Employee's requesting **mileage reimbursements as related to their job duties within the State of Connecticut** are required to have a \*blanket Travel Authorization Request on file in the Business Office for the current Fiscal Year
2. A Blanket Approval for mileage reimbursement within the State of Connecticut for the Fiscal Year requires the Division Director's approval
  - Employee should request approval from the Division Director
  - The Division Director should forward the request to Joanne Russell for approval
  - Approval is forwarded to Lolita Wynter
    - A blanket Travel Authorization (CO 112) will be emailed to the employee for signature
3. An updated Declaration of Insurance page from your Auto Insurance Policy must be kept on file in the Business Office
4. Completed \*\*Mileage Log(s) (ML1) must be submitted every two months to Lolita Wynter to request a reimbursement
5. A Reimbursement Form (CO 17XP) will be emailed to the employee and returned to Lolita no later than one week after it is received by the employee

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**Please Note: The Library, Cooperative Education and ETDL secretaries** shall continue to process their Division's mileage reimbursement with the same procedure as above.

\*A completed blanket Travel Authorization is submitted once per fiscal year prior to requesting mileage reimbursements.

\*\*Mileage Log – ML1 can be requested from Lolita or the division secretaries and returned via email to:

[lwynter@mcc.commnet.edu](mailto:lwynter@mcc.commnet.edu)