

TRAVEL AUTHORIZATION CHECKLIST

Academic Affairs

Documents Required Prior to Travel: (For additional details click on the following link: [Travel Procedures](#)).

- 1) Complete a Travel Authorization form (CO-112 located on the form depot) and email it to the Division Director for approval **at least 4 weeks prior to the date of the conference**. Please include a link to the conference website in the description portion of the form.
- 2) Email notification will be sent after all approvals have been received. The travel authorization will be forwarded to the appropriate Division Academic Associate for processing. The following additional documentation is needed to complete the travel request:
 - a. brochure or link to the conference specifying dates, name, and location of the conference
 - b. air flight itinerary confirmation and/or air fare receipt
 - c. taxi/Rail/Shuttle (estimates acceptable/actual receipts are required when requesting reimbursement)
 - d. tolls/Parking Fees (estimates acceptable/actual receipts are required when requesting reimbursement)
 - i. conference hotel/lodging confirmation or receipts
 - ii. mileage- MapQuest (starting point MCC)
 - iii. Declaration of Insurance Page from the employee's current auto insurance policy. If requesting mileage reimbursement, all state employees who are authorized by their agency head to use their own motor vehicles in performance of their duties must carry insurance for a minimum liability of \$50,000/\$100,000 and \$5,000 in property damage or, in lieu thereof, a minimum of \$100,00 for liability for bodily injury and property damage
 - iv. meals (meals that are part of the conference package should not be included below)

_____ # of Breakfast
_____ # of lunch
_____ # of Dinner
 - e. registration receipt or confirmation
 - f. car/Van Rental (requires permission from the Dean and should be reserved through the business office at least 45 days prior to travel)
 - g. Bradley International Airport Parking Permit: contact Olive Flynn at oflynn@mcc.commnet.edu or x3639 one week prior to traveling
 - h. travel that is of "No Cost" to the college must also be approved by the Division Director using the same process
 - i. tuition: collect a blue Tuition Reimbursement form from the Division Academic Associate or from Human Resources
 - j. other _____
- 4) Cancellation of Travel: Immediately notify the Division Academic Associate and oflynn@manchestercc.edu prior to the conference start date.

Professional Development Funding

- **Full Time Employees** - \$750.
- **Full Time Employees presenting** at a conference - \$800.
- **P/T Lecturers with at least 18 credit hours in the Community College System** – \$350 (first come first served basis).
- **P/T Non-teaching employees with at least 9 hours per week** for at least three semesters- \$350 (first come first served basis).

Department/Grant Funding

- Travel amount is determined by the Division Director or Dean. The approval process is the same as regular travel.

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No Cost to the College and Blanket Travel

- Complete a Travel Authorization form (CO-112 located on the form depot) and email it to the Division Director for approval at least 4 weeks prior to the date of the conference. Please include a link to the conference website in the description portion of the form.

Note:

- A Travel Authorization Request Form (TA) (CO-112) is required if you are:
 - traveling out-of-state regardless of the cost
 - traveling on a continuous basis within the State of Connecticut as part of their duties a blanket request should be requested
 - requesting reimbursement of expenses relating to tuition.
- Submit or return documents above to Division Academic Associate after the conference has been approved.
- Additional travel details can be obtained from the Administrative Affairs webpage by clicking on the following link: [Travel Procedure.](#)

Division Academic Associates:

Liberal and Creative Arts:

Social Science, Business and Professional Careers:

Lolita Wynter

Tower T302west

860.512.2753

lwynter@mcc.commnet.edu

Science, Technology, Engineering and Mathematics: