

CT State Norwalk Travel*/Activity Authorization Request

For Office Use Only:
TA Number _____
Provided after President Approval

Form CO-112
REV.2/2024 (NCC)

To Be Submitted For Approval Prior to Travel/Activity

*Travel requests must be submitted a minimum of 2-weeks before travel

Part I – Travel Information

Date of Request: _____ Employee #: _____

Employee: _____ Job Title: _____ Department: _____

Telephone: Work _____ Home _____ Cell _____

Activity/Membership : _____

Date(s) of Activity or Membership: _____ City/State: _____

Sponsored By: _____ How does this relate to NCC professional duties? _____

If Faculty, will classes be covered: Yes No Please Explain: _____

Type of Transportation : Air* Rail State Car Personal Car Rental Car Other – Specify _____

*Fourteen-day parking permits are available to employees on official State business for Bradley International Airport. The permits allow state employees to park in designated State approved lots. Parking in lots at Bradley Airport other than the State lot will not be reimbursed.

If using State Car - Date and Time of Use _____ Employee Payroll Reimbursement form, CO-17XP must be completed.

The East Campus Information Center must receive an APPROVED copy of this form before reserving a state vehicle.

Appropriate fund(s) to be charged: Department _____ Grant _____ Mgmt/Conf _____ Professional Development _____

Collective Bargaining Unit: Congress (4C's) _____ AFSCME _____ AFT _____ Part-time _____ Mgmt/Conf _____ NP-2 _____ NP-3 _____ NP-5 _____

FUND	ORG	ACCOUNT	PROGRAM

Part II – Travel Arrangements and Estimated Costs (CO-112)

Object and Necessity of Travel – You must attach substantiating documents (i.e. conference registration form, hotel reservation information).

Total Cost - Please Itemize

Please Note: In the appropriate spaces below, include all possible charges that may be incurred during travel, in order to be reimbursed. This includes personal vehicle mileage and/or transportation costs (Uber, Airport Shuttle, Taxis). Rate for meals and lodging should not exceed those provided for in standard travel regulations and in collective bargaining agreements.

Airfare	Pur. Req. <input type="checkbox"/> PCard <input type="checkbox"/>	Registration Fee	Pur. Req. <input type="checkbox"/> PCard <input type="checkbox"/>	Gratuities	Pur. Req. <input type="checkbox"/> PCard <input type="checkbox"/>
Lodging	Pur. Req. <input type="checkbox"/> PCard <input type="checkbox"/>	Meals	Pur. Req. <input type="checkbox"/> PCard <input type="checkbox"/>	Other	Pur. Req. <input type="checkbox"/> PCard <input type="checkbox"/>
Transportation	Pur. Req. <input type="checkbox"/> PCard <input type="checkbox"/>	Personal Mileage #: @ _____/mi =	Pur. Req. <input type="checkbox"/> PCard <input type="checkbox"/>	Total Cost : \$	

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Department Chair/Budget Manager _____

Date _____

Division Dean _____

Date _____

Please forward to Donna Cavaliere, Room E303, for Processing

**GUIDELINES FOR COMPLETION OF
EMPLOYEE TRAVEL/ACTIVITY AUTHORIZATION REQUEST
FORM (CO-112 REV. 2/2024)**

PART I: TRAVEL INFORMATION

*You must complete this section in its entirety. **Missing information may delay the processing of your paperwork***

Include:

1. Date of request
2. Complete name
3. Employee # (found on your payroll check stub. This is not your Banner number)
4. Job Title & Department
5. Contact information
6. Description of activity or membership (Travel requests must be submitted a minimum of 2-weeks before travel)
7. Date(s) of activity or membership
8. Location of activity (City/State)
9. Sponsored by (if applicable)
10. Specific information on how the activity/membership relates to your NCC professional duties (use additional sheet if needed)
11. If Faculty, you must indicate if your classes will be covered during the dates of activity (include justification)
12. If traveling, include type of transportation. *Please Note:* Fourteen-day parking permits are available to employees on official State business for Bradley International Airport. The permits allow state employees to park in designated State approved lots. Parking in lots at Bradley Airport other than the State lot will not be reimbursed.
13. Appropriate fund(s) to be charged
14. Collective Bargaining Unit
15. Funding information

PART II: TRAVEL ARRANGEMENTS AND ESTIMATED COSTS

*You must complete this section in its entirety. **Missing information may delay the processing of your paperwork.***

1. Object and Necessity of Travel—Attach substantiating documents (i.e. conference registration form, hotel reservation information, flight information).
2. Total Cost—Please Itemize (Note: Rate for meals and lodging should not exceed those provided for in standard travel regulations in collective bargaining agreements)

Please Note: In the appropriate spaces provided, you must include all possible expenses that may be incurred during travel, in order to be reimbursed. That includes personal vehicle mileage and transportation (Uber, Airport Shuttle, etc.)

PART III: AUTHORIZED SIGNATURES

All signatures are required in order to process your request.

1. Employees are responsible for obtaining signatures from their Supervisor and Dean a minimum of 2 weeks before the date they are scheduled to travel. *Please Note: If using grant funds, the grant manager must also sign off on the request.*
2. Forward to Donna Cavaliere (E303) for processing.