

**TRAVEL POLICY**  
**Revised February 9, 2011**

Governor Malloy has reviewed the travel ban that has been in effect since May, 2008 and has modified the ban. Out-of-state travel by employees, appointed officials, and board members will only be allowed if approved by Agency Heads and if the travel meets one of the following criteria:

1. Travel is to pursue economic development opportunities or secure significant outside funding for the state.
2. Travel will enable state employee or official to protect, promote or gather information related to critical state policies and alternative means of gathering information, such as web-based or internet attendance are not available.
3. Non-state funds are used to cover the entire cost of the travel.

In every case, the minimum number of staff and resources necessary should be assigned to travel.

This directive does not modify the terms of any collective bargaining agreement related to out-of-state travel.

Out-of-state travel requests should no longer be forwarded to the Governor's Office for review and approval. Agency Heads are responsible to review out-of-state travel requests in accordance with this directive as well as the criteria set forth in sections 5-141c-2 to 5-141c-11, inclusive, of the Regulations of Connecticut State Agencies, policies issued by the Commissioner of Administrative Services and the Office of the State Comptroller or the applicable statute or collective bargaining agreement. Agency Heads need to contact their assigned analyst within the Office of Policy and Management (OPM) regarding requests not in accordance with this directive to discuss why an exception is in order and to provide required documentation. Exceptions will be granted only by the consent of OPM Secretary Barnes or his designee.

To ensure compliance with this directive, agencies will be required to submit a monthly out-of-state travel report to the OPM Budget Division through their assigned analyst. Further details regarding this report and the exception process will be forthcoming from OPM.

There is also a general prohibition on the reimbursement of mileage to appointed officials. Mileage reimbursements will, however, be allowed if prior written approval is obtained from the appointed official's supervisor. Approved mileage reimbursements to appointed officials should be included on the required monthly travel report to the OPM Budget Division.

Governor Malloy appreciates your assistance and hopes all agencies honor this directive, not just those agencies under his jurisdiction.