

**IN-STATE TRAVEL - PERSONAL VEHICLE  
JUDICIAL BRANCH EMPLOYEES  
(Non-taxable Reimbursement)**

JD-ES-166 Rev. 10-19

**Instructions**

1. Read detailed instructions on back.
2. Type or print legibly.
3. Send original to address below.
4. Retain copy for your records.

**Employee Number (Required)**  
(Located under employee name on paystub)  
**Month/Year (Only one form per month)**

**Send to: Judicial Branch - Financial Services, 90 Washington Street, 4th Floor, Hartford, CT 06106**

Employee Name	Bargaining Unit	Class Title
Home City/Town	Division	Duty Station Address

Mileage			Final Destination (Home or Duty City/Town)	Total Miles	Home to Duty Station Miles*	Reimbursable Miles
Date	From (Home or Duty Station City/Town)	To				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

**Total Reimbursable Miles**

**Rate Per Mile**

**Total In-State Travel**

NP24-NRM-50800

**Employee Certification:**

*I affirm that (1) the mileage and reimbursements claimed herewith are just, (2) I have subtracted applicable home to duty station miles, and (3) the mileage claimed was incurred in the performance of my duties and was necessary for official Judicial Branch business.*

Employee Signature

Date Signed

**Division Certification:**

*I certify that, to the best of my knowledge, the services that have been performed and the expenses incurred as stated in this account, except as noted, were necessary and proper, and that the amounts claimed are just and reasonable, except as noted.*

Supervisor's Signature

Date Signed

Office Phone Number

Supervisor's Printed Name and Title

## **Instructions for In-State Travel - Personal Vehicle Form**

This form is designed for use by all Judicial Employees, except Judges, Senior Judges and Judge Trial Referees, who use their personal vehicle on business-related travel.

The amount of reimbursement for mileage will be based upon the number of miles driven (or the number of miles on the mileage chart) from the employee's regular duty station (city/town) or the employee's residence (city/town) to the location at which Judicial Branch business is to be transacted and/or from the location at which Judicial Branch business is transacted to the employee's duty station or residence.

Each employee has only one official, regular duty station. Regular duty station is the location which the Branch designates as the employee's location of record where the employee regularly performs his or her duties, or if the employee's work involves regular travel or the work location varies on a daily basis, where his or her work activities are based, as determined by the Branch. Mileage from an employee's home (city/town) to an employee's duty station (city/town) is never reimbursable.

All employees must use the designated columns to show that they have subtracted their home to duty station mileage from the total mileage as outlined in the above paragraphs. This calculation (*Total Miles less Home To Duty Station Miles*) will give you the total number of *Reimbursable Miles*.

Employees are expected to use the most direct route possible and, in the event of unjustified excessive mileage claims, the Judicial Branch will adjust the amount of reimbursement to reflect the standard distance between cities and towns. The standard distance mileage calculator can be found on the Judicial Branch intranet at <http://zeus/AdminSvc/Unit/FinancialServices/>. This In-State Travel form should be submitted for processing on a monthly basis.

This form must be approved by the employee's supervisor before submission to Financial Services.

Requests for reimbursements of other expenses such as parking, tolls, supplies, etc. must be reported on **IN-STATE EXPENSES**, form JD-ES-167.

Requests for reimbursements of out-of-state travel expenses, when petty cash funds were not advanced, must be reported on **OUT-OF-STATE TRAVEL**, form JD-ES-168.

For additional information please refer to Section 901 (Reimbursable Business Related Expenses), part A (Automobiles) of the Administrative Policies and Procedures Manual.