



**STATE OF CONNECTICUT**  
**DEPARTMENT OF AGING AND DISABILITY SERVICES**  
55 FARMINGTON AVENUE – HARTFORD, CONNECTICUT 06105-5033

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**TO:** All ADS Employees

**FROM:** Suzette DeBeatham-Brown, Deputy Commissioner  
Agency Transportation Administrator (ATA)

**DATE:** January 11, 2024

**SUBJECT:** ADS Motor Vehicle Usage – Procedures for Vehicle Transportation Options in the Performance of Approved State Business

The purpose of this transmittal is to outline the Department’s travel options that are available to employees that are required to travel to conduct official state business and the policies that must be followed for each of the options.

**General Letter 115 (Revised September 2023)**

The following link is the [Department of Administrative Services \(DAS\) General Letter 115 – Revised September 2023](#) - the Policy for Motor Vehicles Used for State Business. This policy applies to all executive branch agencies of the State. ADS adopts this policy in full. All ADS employees are responsible for knowing the contents of this policy and complying with all provisions.

The policy mandates the designation of an Agency Transportation Administrator (ATA) to manage and oversee the use of motor vehicles by employees in the course of their official duties and to ensure compliance with all policies and procedures.

**ADS - Agency Transportation Administrator**

The following individuals are designated as ADS Agency Transportation Administrators (ATA) for the management of the use of State-Owned Vehicles and Rental Vehicles as well as the use of Personally Owned Vehicles on State Business. Please contact Jasmine Berry for Mileage reimbursements or me or Lisa Drew with concerns.

Suzette DeBeatham-Brown, Deputy Commissioner ([Suzette.DeBeatham-Brown@ct.gov](mailto:Suzette.DeBeatham-Brown@ct.gov)) (860) 424-5293, Agency Transportation Administrator

Jasmine Berry, Fiscal Manager ([Jasmine.Berry@ct.gov](mailto:Jasmine.Berry@ct.gov)) 860-424-4976, Deputy Agency Transportation Administrator

Lisa Drew, Administrative Assistant ([Lisa.Drew @ct.gov](mailto:Lisa.Drew@ct.gov)) 860-602-4160, Deputy Agency  
Transportation Administrator

The role of the ATA is to ensure the Department's compliance with the rules of [General Letter 115 \(Revised September 2023\)](#).

This memorandum will be posted to the ADS intranet for your convenience and use. Please do not hesitate to contact Fiscal/Payroll if you have any questions.

Cc: Amy Porter, Commissioner  
Jasmine Berry, Fiscal Manager  
Lisa Drew, Administrative Assistant