



SUBJECT

State of Arizona Travel Policy

Table of Contents

STATE OF ARIZONA TRAVEL POLICY

- I. INTRODUCTION.....2
- II. STATUTORY AUTHORITY2
- III. DEFINITIONS2
- IV. TRAVEL POLICY8
 - A. General Travel Policy 8
 - B. Travel Request and Travel Claim Authorization..... 11
 - C. Travel Request and Travel Claim Requirements 13
 - D. Transportation Expense 14
 - 1. General requirements..... 14
 - 2. State fleet motor vehicles 16
 - 3. Privately-owned motor vehicle 16
 - 4. Motor vehicle (car) rental..... 19
 - 5. Commercial Airline travel 20
 - 6. Chartered, Privately-owned and Rented Aircraft..... 21
 - 7. Railroads and Buses 21
 - 8. Airport parking and transportation 22
 - E. Lodging and Meals 22
 - 1. General Requirements 22
 - 2. Lodging 23
 - 3. Meal expense 24
 - F. Mileage, lodging, meal reimbursement rates 25
 - G. Meal reimbursements included in income 27
 - H. Long-term travel (more than 30 days, but less than one year)..... 27
 - I. Long-term travel (more than one year)..... 27
 - J. Conferences, conventions and meetings 28
 - K. Lost, duplicate or copies of receipts/bills 28
 - L. Travel advances 29
 - M. State Travel Card Program 29
 - N. Travel insurance..... 29
 - O. Other travel issues 30
- V. SUPPLEMENTS 31



SUBJECT

State of Arizona Travel Policy

I. Introduction

The State of Arizona Travel Policy is the guideline for all necessary and required travel to conduct the business of the State. This travel policy addresses issues related to all State travel expenses. Non-travel related activities are addressed in other policies that include, but are not limited to expenses such as refreshments, gifts, advertising and promotions, relocation, and other employee fringe benefits.

The State of Arizona Travel Policy is implemented to ensure:

- Compliance with State of Arizona Revised Statutes and Arizona Administrative code;
- Compliance with applicable sections of the U.S. Internal Revenue Code;
- Travel expenses incurred while conducting business for the State of Arizona are necessary, appropriate and add value to the State;
- Appropriate and reasonable accommodations for the safety of all State of Arizona travelers and conducive to the business needs of the State.

Non-compliance with State Travel Policy or the improper claim of expenses may result in the appropriate disciplinary action.

II. Statutory Authority

Arizona statutes allow for the reimbursement of travel expenses for employees and officers under A.R.S. §38-621 through A.R.S. §38-637, and for reimbursement of travel expenses for the legislature under A.R.S. §41-1103 and A.R.S. §41-1104. Further, Arizona statutes authorize the Arizona Department of Administration to define and implement policies and procedures to administer these statutes. However, these statutes are not all encompassing; please refer to Supplement II for a compiled listing of Arizona statutes and other relevant authority applicable to State travel.

III. Definitions

1. ADOA – Arizona Department of Administration.
2. Agency head – The chief executive officer of any department, authority, board, commission, council, administration, court, registrar, office, institution, or other entity in the executive, legislative, or judicial branch of Arizona Government. For the purposes of this policy, the agency head may also include the agency head designee. Any delegation of this authority must be documented in writing, maintained by the agency and be available for review or audit.



SUBJECT

State of Arizona Travel Policy

3. ATM – Automated teller machine.
4. Commuting expense – Commuting is travel between a personal residence and a regular duty post. The cost of commuting is considered a personal expense and is not reimbursable. Commuting expenses are not reimbursable no matter how far the residence is from the regular duty post (work location).

Situations that meet any of the following conditions are not commuting:

- A. An individual has at least one regular duty post away from a personal residence and the travel is to a temporary duty post; regardless of the distance.
 - B. If a personal residence is considered by the State as a regular duty post and the travel is to another work location within the scope of the current job, regardless of whether that location is regular or temporary and regardless of distance.
5. Conference – A meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, or forum held by any association or organization involving discussion, research, or the exchange or dissemination of information.
 6. Conference Designated Lodging – The hotel at which the conference is being held or the hotel(s) specified in the conference brochure. Accommodations at alternate hotels in the immediate vicinity of the conference may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s). In other words, if all of the hotels listed in the conference brochure are full, then the traveler may use a nearby hotel whose cost is no greater than the lowest single room rate listed on the conference brochure or the allowable rate for that city.
 7. Corporate Travel Card – The State contracted employee liability credit card provided to State employees that may be used to purchase airfare (if permitted by internal agency policies), lodging, car rental, other transportation charges, other miscellaneous travel charges, and meal expenses in connection with travel on State business.
 8. CTA – Central Travel Account. A State liability travel account number (not a physical card), provided through State contract to State agencies which may be used to purchase airfare, hotel lodging (room rate, taxes and surcharges only), car rental, and conference and training registration fees for travel on State business. The CTA may also be referred to as the “ghost card.”
 9. CTA custodian – An employee designated to monitor and safeguard an agency’s departmental or organizational CTA(s).
 10. Duty Post (Regular) –
 - A. Employee – The regular duty post of an officer or employee is the place the person spends the largest portion of regular working time or the place to which the person returns on completion of a temporary assignment. An employee who has more than



SUBJECT

State of Arizona Travel Policy

one place of work on a regular basis for the same employer is deemed to have multiple regular duty posts.

- B. Others – The regular duty post of members of boards, commissions, authorities, councils and committees who are not full time employees of the agency served by the board, commission, authority, council or committee is considered to be their personal residence. (A.R.S § 38-621B).
11. Employee – Any full- or part-time individual being paid under the authority of any payroll system of the Government of the State of Arizona or any public officer, deputy, board or commission member. To be defined as an officer of the state, the person must be participating on a board, commission, authority, council or committee created by law, the Governor, or by an Agency Head with the proper authorization to create such an entity.
 12. Form CTA -101 – State of Arizona Central Travel Account (CTA) Custodian Agreement.
 13. Form GAO-3 – State of Arizona Signature Authorization.
 14. Form TC-101 – State of Arizona Corporate Travel Card Cardholder Agreement.
 15. Frequent traveler – Generally defined as an employee who is in travel status on State business at least four (4) times per fiscal year, who incurs meals and lodging expenses, and who is expected to conduct future, repeat travel on behalf of the State. However, agency heads have the discretion to define this for their agencies on a case by case basis. It is the responsibility of agency management to determine which employees meet this criterion.
 16. GAO – The Arizona Department of Administration, General Accounting Office.
 17. Ghost card – See CTA.
 18. JLBC – Joint Legislative Budget Committee.
 19. Lodging – The temporary use of a hotel room, motel room, extended stay facility, apartment, house, residence or any other temporary accommodation while traveling on behalf of the State of Arizona.
 20. Long-term subsistence – Reimbursable expenses for individuals that are temporarily assigned to one duty post, which is in excess of 50 miles from his/her residence and regular duty post for periods greater than 30 days, but less than 365 days.
 21. Meal allowance or meal reimbursement – In accordance A.R.S. §38-624 and with the Opinion of the Attorney General, Number R75-33, a meal allowance or meal reimbursement is the amount actually spent for a meal, not to exceed the maximum amount allowed for such meal. The maximum amounts to be allowed or reimbursed are set by the JLBC.



SUBJECT

State of Arizona Travel Policy

22. Non-chargeable expense – Those travel expenses incurred on behalf of the State of Arizona which cannot be charged to a credit card and must be paid using cash, normally due to the vendor not accepting credit cards.
23. P-Card – A card provided through State contract to State employees, State organizations, or State departments for the purpose of conducting purchase or payment activities for a valid public purpose. Not to be used for travel expenses.
24. Personal Residence – The actual dwelling place of an individual without regard to any other legal or mailing address. An individual required to reside away from their primary residence due to official travel away from their duty post may continue to claim such domicile as their residence if said residence is either inhabited by their dependents, or is held vacant and a tangible expense. No reimbursement for lodging or other expenses shall be allowed on the premises of an individual's residence. In the event an individual is on field assignment away from his designated duty post in a location in which he maintains a second residence, the agency head may, for the period of the assignment, designate the second residence as the primary dwelling place.
25. Receipts – The original document showing actual expense(s) incurred. Refer to the “Substantiation” section of the policy for those items that require original receipts. If the original receipt is missing, refer to the “Lost, duplicate or copies of receipts/bills” section of the policy.
26. State Travel Policy – Those sections of the following publications dealing with matters of travel and lodging: the Arizona Revised Statutes; the Arizona Administrative Code; the Arizona Accounting Manual; and, Technical Bulletins issued by the General Accounting Office of the Arizona Department of Administration.
27. Time references – All times referred to in this manual shall be considered to be at the primary post of duty, i.e., Phoenix, Tucson, Flagstaff, etc.
28. Travel Card Program – The system of administering State contracted credit accounts relating to travel. The Travel Card Program extends to include both the Corporate Travel Card and the Business Travel Account.
29. Travel Card Program Contractor – The vendor with which the State has contracted to provide both employee and State liability travel account services.
30. Travel Card Program Administrator – The employee(s) designated to coordinate all Travel Card Program activity at the agency level.
31. Travel – For purposes of determining travel status, the traveler must be on official State business. Travel begins when the traveler leaves the personal residence or duty post, whichever occurs last, and ends when the traveler returns to the personal residence or duty post, whichever occurs first. To be eligible for lodging, and meal expenses, the traveler must travel outside a radius of 50 miles from the traveler's personal residence and duty post. A traveler may be eligible for a partial day meal reimbursement (less than 18 hours in travel status) even if lodging is not required.



SUBJECT

State of Arizona Travel Policy

32. Travel expense – see list below:

- A. Transportation expense: The actual cost of transportation by airplane, train, bus, or car between a traveler's residence and temporary duty post. If the traveler is traveling free as a result of a frequent traveler award or similar program, or the traveler is riding as passenger in a vehicle, the transportation cost is zero.
- B. Taxi, commuter bus, and airport limousine expense - The actual reasonable cost of fares for these and other types of transportation taken by the traveler between: 1) The traveler's home and airport or station; 2) The airport or station and the traveler's temporary lodging, 3) The traveler's temporary lodging and the location of a business meeting, conference, or temporary duty post, and 4) The lodging or temporary post, to a location for meals, if meals are **not** available within a reasonable distance of the lodging facility or duty post.
- C. Baggage expenses – Includes the actual cost of sending baggage or equipment between a regular duty post and a temporary duty post; excess baggage; charges for checking and storing baggage if necessary for the business purpose of a trip; and baggage handling at an airport or train/bus station (Limited to the industry standard for tipping on baggage of \$1 per bag.)
- D. Personal vehicle (car) expense – The standard mileage rate, plus the actual cost of tolls and parking, while in travel status.
- E. Personal aircraft expense – The standard mileage rate, plus the actual landing and parking fees, except at the location where the aircraft is normally based.
- F. Rental vehicle (car) expense – The actual cost of the vehicle rental, gasoline (excluding pre-paid), oil and tolls and parking, while in travel status. No reimbursement is allowed for vehicle liability insurance, collision damage waiver (CDW), or optional upgrades purchased by the traveler for vehicle rental within the U.S. If State Risk Management requires vehicle insurance to be purchased for vehicles rented outside the U.S., the expense would be reimbursable.
- G. Conference, convention and meeting fees – The actual cost of the conference or meeting registration fee. If the registration fee includes specific meals, the traveler is not required to breakout the cost and list it separately. However, no separate reimbursement is allowed for the specific meal if the meal was included in the registration fee.
- H. Lodging expense – The actual cost of the room charge, mandatory service charges, and taxes. The actual daily room charge reimbursed is limited to the maximum lodging reimbursement rate. The daily room charge includes all mandatory service charges (parking, resort fees. etc.), that are charged at the discretion of the facility and not required by law. To determine the cost per day, the fees should be prorated over the number of lodging days and considered added as part of the daily room charge. Service charges that are incurred at the discretion of the traveler are not reimbursed. Energy surcharges are to be fully reimbursed as a separate charge and are not to be considered part of the daily room charge.



SUBJECT

State of Arizona Travel Policy

- I. Meal expense – The actual cost spent for food, beverages (excluding alcohol), taxes, and related tips. Also includes the actual cost spent for transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained within a reasonable distance of the lodging or duty post. When comparing the actual daily or specific meal cost to the maximum meal reimbursement rate, beverages, taxes and tips are included.
- J. Dry cleaning and laundry expense - The actual reasonable cost of dry cleaning and laundry expense a traveler may incur after seven consecutive days in travel status. Separate reimbursement for dry cleaning and laundry expenses is not allowed when on long-term subsistence.
- K. Incidental expense – These expenses are considered part of the reimbursement for meals and are not reimbursed separately. Incidental expenses include:
 1. Fees and tips given to porters, bellhops, hotel maids, stewards, or stewardesses and others on ships or in hotels;
 2. Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site.
- L. Telephone and communications expense – The actual cost of business calls while on a business trip that include business communication charges for faxes and copies when documented by receipts. Also includes internet connect expenses if necessary for State business.
- M. Miscellaneous expense – The actual cost of expenses that are ordinary and necessary to accomplish the State business purpose of a trip. Allowable miscellaneous expenses may include the following:
 1. Business office expenses;
 2. Equipment rentals;
 3. Overnight delivery/postage;
 4. Purchase of materials and supplies, when normal purchasing procedures cannot be followed;
 5. Rental of a room or other facility for the transaction of State business;
 6. Foreign currency conversion fees separately charged;
 7. Mailing costs associated with filing travel vouchers and payment of employer-sponsored charge card billings;
 8. Maps and language translation books, when receipts provided and forfeited to the State as State property and available for reuse.



SUBJECT

State of Arizona Travel Policy

33. Traveler - Every public officer, deputy or employee of the State, or of any department, institution or agency; and member of any board, commission or other agency of the State. To be defined as an officer of the state, the person must be participating on a board, commission, authority, council or committee created by law, the Governor, or by an Agency Head with the proper authorization to create such an entity.
34. Taxable Income – Includes salary and other amounts paid directly or on behalf of an individual that are subject to Federal and State income tax, and Federal and State employment taxes.

IV. Travel Policy

A. General Travel Policy

1. Reimbursement is for qualified travel expenditures necessary for State business. Consideration should be made for other alternatives for conducting business, such as conference calls or web conferences.
2. Reimbursement is for actual expenses.
3. Travel should be fair and reasonable, but planned for the convenience of the State using the most economical means.
4. Funding source - Employee travel is conducted and reimbursed according to the State Travel Policy regardless of the funding source of the travel expense.

Travel costs are considered reasonable and allowable under Federal awards that do not exceed amounts allowed by the State Travel Policy. Refer to the Cost Principles for State, Local and Indian Tribal Governments 2 CFR Part 225 (formally OMB Circular No. A-87, Attachment B).

5. Best method of travel - In general, the most practical travel alternative should be used that is the most beneficial and cost effective for the State.
6. Travel planning – Travelers and agencies are required to do travel planning for individuals and group travel, or for meetings and conferences that involve travel by participants. Planning should begin far enough in advance to limit:
 - The number of overnight stays
 - Meals, lodging and transportation expense
 - Time in travel status (analyze cost vs. benefit)
 - Number of travelers
 - Use of private facilities versus public facilities
7. Exceptions to State travel policy – Requests for exceptions to State travel policy should be infrequent and requested in advance. The General Accounting Office will generally not grant exceptions to travel policy when it appears that with



SUBJECT

State of Arizona Travel Policy

- proper planning and reasonable effort, the additional costs could have been avoided. Repetitive requests for similar exceptions, particularly after-the-fact requests, will be carefully reviewed and when circumstances warrant, denied.
8. Agency policies and procedures
 - a. Agency management should draft policies and procedures to cover circumstances specific to their agencies to include:
 - (1) Agency restrictions or limitations on travel;
 - (2) Non standard work shifts;
 - (3) Definitions with respect to in-state and out-of-state destinations;
 - (4) Use of State equipment such as fleet vehicles;
 - (5) Travel request and travel claim approval and validation processes.
 - b. Agency policies should be consistent with and complement the State Travel Policy.
 9. Cancellation or late charges - Agencies are required to implement policies and procedures to determine when a traveler may be reimbursed for cancellation or late charges. Agencies should not reimburse a traveler for such charges when incurred for personal reasons and are considered avoidable.
 10. In-state within 100 miles of border – Travel to US states within 100 miles of the border with Arizona may be deemed in-state-travel at the discretion of the agency to determine approval and subsistence reimbursement requirements.
 11. Transfer of travel expense between agencies – Transfer of travel expense between agencies may occur when an employee of a State agency (the primary agency) travels on State business for another State agency (the secondary agency):
 - a. The primary agency sends an interagency transfer form (GAO-614), indicating the amount of travel-related expenses to be reimbursed.
 - b. The secondary agency completes the transfer to reimburse the primary agency for the amount of the travel claim. The same COBJs should be used on both sides of the transfer.
 - c. The primary agency's expenditures are then reduced by the amount of the transfer.
 - d. Reimbursement from the secondary agency is not made directly to the traveler and shall not exceed actual expenses incurred.



SUBJECT

State of Arizona Travel Policy

12. Records retention – All documentation related to official state travel must be maintained for audit and examination by the public for a period of not less than five years, or for a current litigation or audit, whichever is longer. Documentation to retain would include travel requests, travel claims and supporting documentation. Refer to the Records Retention section of State of Arizona Accounting Manual for additional information.
13. Saturday night stay over – Agencies may authorize a traveler to extend the duration of domestic travel to reduce or save travel costs. As an example, additional expenses associated with a Saturday (additional) night stay may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip through Saturday (additional) night. If the additional costs of lodging, car rental, and meals (subject to the reimbursement rate caps) incurred within the vicinity of the business destination do not exceed the amount saved through the reduced airfare, the trip may be extended and the additional costs reimbursed by the State.
14. Business and personal travel combined – Agencies may authorize a traveler to extend a business trip using vacation time. However, the traveler will only be reimbursed for lodging, and meal expenses for the days the traveler is doing business for the State, to include the initial travel to and from the temporary duty post.

The traveler will be reimbursed actual lodging expense for the days the traveler is conducting State business at the single room rate up to the maximum allowable lodging rate for that location. The transportation expense equivalent to a single traveler round-trip fare to/from the business destination may be reimbursed. If the transportation costs are more due to personal extension, the traveler will be responsible for the difference. If the travel is to a destination located outside the US, the cost of transportation may also need to be prorated for personal use. All additional costs will be the responsibility of the traveler.
15. Temporary visits home – If a traveler returns to the traveler's residence during travel for personal reasons, the roundtrip transportation expense between the temporary duty post and the personal residence is reimbursed if the trip is pre-planned and the traveler will be in continuous travel for 30 days or more. Meal expense is not reimbursed for meals consumed at the traveler's personal residence or within 50 miles of the personal residence.
16. Indirect or interrupted travel itineraries - Advance agency approval is required when a traveler takes an indirect route or interrupts travel by a direct route, for other than State business. Any resulting additional expenses will be the responsibility of the traveler. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less.
17. Travelers with physical disabilities - A State agency may approve expenses deemed necessary to provide reasonable accommodation to an employee with a special need that is either:



SUBJECT

State of Arizona Travel Policy

- a. Clearly visible and discernible; or
- b. Substantiated in writing by a competent medical authority.

Definition of special need: a physical disability, or physical characteristic that may include weight or height.

Travel expenses reimbursed for special needs travel include expenses deemed necessary to accommodate the employee, but are not limited to, the following expenses:

- a. Transportation and expenses incurred by a family member or other attendant who must travel with the traveler to make the trip possible;
- b. Specialized transportation to, from, and/or at the temporary duty location;
- c. Specialized services provided by a common carrier to accommodate the special need;
- d. Costs for handling baggage that are a direct result of the special need;
- e. Renting and/or transporting a wheelchair;
- f. Premium-class accommodations when necessary to accommodate the special need;
- g. Services of an attendant, when necessary, to accommodate special needs.

B. Travel Request and Travel Claim Authorization

1. Authorization by agency management/supervisors:
 - a. Agency managers and supervisors may authorize in-state or out-of-state travel that conforms (no exceptions) to State Travel Policy.
 - b. Agency managers and supervisors may determine travel to U.S. states within 100 miles of the Arizona border to be in-state travel.
2. Authorization by agency director or designee:
 - a. Delegation of travel authority by the agency director is required to be documented in writing.
 - b. The agency director or designee may authorize in-state travel, and is required to authorize all out-of-state travel on a GAO-509.
 - c. The agency director or designee is required to authorize specific types of travel expenses and/or specific exceptions to State Travel Policy as follows:
 - (1) Authorization to use chartered or rental aircraft.
 - (2) Authorization for all exceptions to State Travel Policy that require GAO approval.
3. Authorization by General Accounting Office – The Director of the Department of



SUBJECT

State of Arizona Travel Policy

Administration has delegated authority to approve specific types of travel expense and exceptions to State Travel Policy to the State Comptroller.

The following are examples of activities or exceptions to policy that require authorization from GAO in writing:

- a. Request to use a privately owned aircraft for State business
- b. Request for out-of-state long-term lodging and meal rates
- c. Conference lodging expense more than lodging rate listed in the conference brochure and the reimbursement rate for the area of travel.
- d. Authorization to establish conference lodging above the maximum lodging reimbursement rates for conferences sponsored by the State.
- e. In-state long term subsistence expense more than maximum reimbursement rates.
- f. Meals and lodging within 50 miles of duty post or personal residence.
- g. Meals and lodging amounts that exceed maximum daily rates.
- h. Travel advances
- i. Out-of-State travel if one or both of the following conditions are true:
 - j. The total out-of-state travel cost can reasonable be expected to equal or exceed five thousand dollars (\$5,000), or
 - k. The out-of-state travel will require sending three or more individuals from the agency.

When submitting a letter to request authorization for an exception to the State Travel Policy, ensure that you provide a complete explanation of the facts surrounding the need for the exception and a list of alternatives considered to mitigate the situation. Most requests should be made in advance of travel and should be submitted in writing from the Agency Head to the State Comptroller on agency letterhead. The letter should include:

- a. A statement that the agency director or designee has authorized the exception;
- b. An explanation and support to justify the request;
- c. Include traveler's name;
- d. Travel dates;
- e. Travel locations;



SUBJECT

State of Arizona Travel Policy

- f. GAO-509 for out of state exception requests;
 - g. GAO-509-A for travel advances;
 - h. Any other additional pertinent information.
- C. Travel Request and Travel Claim Requirements
1. Out-of-state travel – Travel requests are required in advance for all out-state travel; this includes domestic and international travel. Agencies may implement a more restrictive policy at their discretion.
 2. Encumbrance of travel expense – Individual travel expense equal to or greater than \$1,000 is required to be encumbered if the expenditure will be from appropriated funds.
 3. Time to submit travel claims – It is recommended that travel claims be submitted within five days after the return from travel, and no later than 30 days after the return from travel, or the end of the fiscal year, whichever occurs first.
 - a. For travelers that are normally reimbursed for local transportation, travel claims should be submitted at least monthly.
 - b. For travelers on long-term subsistence, travel claims should be submitted upon return from travel, for each three month period, or the end of the fiscal year, whichever occurs first.
 - c. Travel claims are required to be submitted no later than six months after the return from travel.
 4. Travel claims processed in U.S. dollars – All travel claims will be submitted in US dollars. If foreign currency conversion is required, use the actual exchange rate for each transaction, or an average exchange rate. To calculate an average exchange rate, add the currency conversion rate for each day on travel status and divide by the number of days. To obtain currency conversion rates for each travel day, use the currency converter located on GAO travel website at <http://www.gao.state.az.us/travel/>, or other appropriate source such as the Wall Street Journal.
 5. Substantiation – a Substantiation of travel and expenses is required to include:
 - a. Travel Information –
 - (1) Date of travel, including departure time from the traveler’s duty post or residence and arrival time at the travel location;
 - (2) Origin and destination of the trip and the route taken;



SUBJECT

State of Arizona Travel Policy

- (3) Purpose for travel or the nature of the benefit to the State derived as a result of the travel;
 - (4) Amount of each travel expenditure, listed by date and location;
 - (5) Daily computation of business mileage, if travel includes this type of activity;
 - (6) Amounts for prepaid or centrally billed travel expenses, if travel includes this type of activity (centrally billed would be for expenses such as airfare or in-state rental cars)
- b. The original receipts for the following expenses -
- (1) All airline expenses
 - (2) All lodging expenses (itemized)
 - (3) All rental car expenses (itemized)
 - (4) All common carrier or train expenses
 - (5) All chartered aircraft and aircraft rental and fuel expenses (itemized)
 - (6) All aircraft landing and aircraft parking fees
 - (7) All airport motor vehicle parking expenses
 - (8) All bridge and toll road expense
 - (9) All communication expenses (itemized)
 - (10) All other individual expenses (including tax) of \$75 or more
- Local transportation including taxi cabs, do not require receipts.
 - Receipts for meals may be required as determined by the traveler's agency or department.
- c. Conference or meeting brochure that provides an itemized listing of the registration fee, if travel includes this type of activity.
- d. Electronic receipts are acceptable provided that the detail contained within the document is equivalent to the level of detail contained in an acceptable paper record.
- e. If transportation, lodging, conference, or meeting expense is prepaid by the agency, the traveler will be required to submit an airline ticket or receipt, lodging bill, and conference or meeting brochure with the travel claim.

D. Transportation Expense

1. General requirements

- a. Travel purpose – Transportation expenses may be incurred and/or reimbursed for authorized travel on State business.
- b. Allowable transportation expense – Allowable transportation expenses include common carrier fares, privately owned motor vehicle or aircraft mileage, bridge



SUBJECT

State of Arizona Travel Policy

and road tolls, necessary taxi, bus or streetcar fares, motor vehicle rental, aircraft rental, and necessary parking fees.

- c. Actual expenses – Reimbursement for transportation expense may not exceed the actual amount the traveler incurred (paid) for the expense, unless personal motor vehicle or aircraft mileage reimbursement rates are authorized.
- d. Selection of transportation – Transportation expenses should be selected based on the most reasonable and customary mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.
- e. Privately owned vehicle in lieu of commercial air travel – A traveler may use a privately owned motor vehicle for personal reasons even though air travel is the appropriate method of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred to and from the temporary duty post may be reimbursed. However, such reimbursements shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier, plus transportation costs to and from the airport terminals.
- f. Mileage reimbursement rates – Reimbursement rates for privately owned motor vehicles and privately owned aircraft are listed in Supplement I.
- g. Shared vehicle or aircraft – When two or more employees on State business share a private motor vehicle or private aircraft, only the owner or custodian may claim reimbursement for mileage.
- h. Driver's license – A valid driver's license is required if the traveler is driving a State, private or rented vehicle on State business. The approval on the travel request or travel claim will substantiate that the supervisor/manager has verified that the traveler has a valid driver's license. To satisfy insurance requirements, the traveler must enter the traveler's valid driver's license number on the travel claim when requesting reimbursement. A license number is not required on the travel claim if the traveler was a passenger, and at no time during the travel drove a vehicle on State business.

The Arizona Department of Transportation, Motor Vehicle Division, Electronic Data Services Unit, can assist agencies to access employee driver records. To request access to the Motor Vehicle Review System, a letter of interest should be sent to Electronic Data Services, 1801 W. Jefferson, Mail Drop 502 M, Phoenix, AZ 85007. An employee Motor Vehicle Record release form is available on the Risk Management website at www.azrisk.state.az.us and select Loss Prevention, then select Motor Fleet Safety.

- i. Traffic citations – The expense for traffic citations issued to a State employee during authorized travel for the State are not eligible for reimbursement, unless the traffic citation is issued to the employee while driving a State vehicle and the violation was due to State vehicle mechanical problems. All other traffic citations



SUBJECT

State of Arizona Travel Policy

issued to an employee are a personal expense and not eligible for reimbursement.

2. State fleet motor vehicles

- a. Business purpose – A traveler should use a State fleet motor vehicle for State business if it is the most cost and time effective method of travel.
- b. Occupants of State vehicles – State fleet motor vehicles are for transporting State employees only. If an exception is required, contact Arizona Department of Administration (ADOA) Fleet Management.
- c. Reimbursement of expenses – Travelers using State fleet vehicles should normally not incur actual vehicle expenses. Travelers should follow procedures established by ADOA Fleet Management for fuel, service and minor repair expense. Other transportation expense such as tolls and parking are reimbursed separately.
- d. Commuting – Employees and officers that are assigned State motor vehicles and use the vehicle for commuting may be required to include an amount in income as a taxable fringe benefit. Agencies are required to identify employees and officers subject to the fringe benefit charge and report the information to agency payroll following established procedures.
- e. State owned vehicles used in Mexico – State owned vehicles used in Mexico require specific insurance. Refer to the ADOA Risk Management website at www.azrisk.state.az.us and select Insurance, and then select the Mexico link for information.
- f. Additional rules – Contact ADOA Fleet Management or review Arizona Administrative Rule R2-15 for additional rules for use of State fleet vehicles.
- g. State fleet website – The State Fleet website is <http://fleet.azdoa.gov/>

3. Privately-owned motor vehicle

- a. Business purpose – A traveler may use a privately-owned motor vehicle for official State business if it is the most cost effective mode of travel or if it is determined to be more convenient for the State (saves travel time.) The expense should normally be less expensive than a State fleet vehicle, motor vehicle rental, taxi, airfare or using another alternative method of transportation.
- b. Mileage rate required – The privately-owned motor vehicle mileage reimbursement rate is used to calculate reimbursement of expenses. Actual vehicle expenses are not reimbursed. Other transportation expense such as tolls and parking for State business are reimbursed separately.
- c. Limitation for reimbursement – Reimbursement will be at the lesser of either the privately owned-motor vehicle reimbursement rate, plus tolls and parking; or an



SUBJECT

State of Arizona Travel Policy

alternative transportation expense such as airfare, plus the cost of taxi's, shuttles and rental cars. When making the comparison, the cost of airfare should be determined based on normal airfare selection criteria at the time the travel request is authorized.

- d. Commuting miles not reimbursed – The cost of commuting between a personal residence and a regular duty post is not reimbursed, regardless of the distance. The cost of commuting to multiple regular duty posts is not reimbursed. This includes commuting on weekends, holidays, or other non working days.
- e. Allowable mileage expense
 - (1) Business purpose – Mileage reimbursement is allowed for travel on official State business based on the direct route from one business destination to another business destination as follows
 - (a) Between a traveler's regular duty post and a temporary duty post;
 - (b) Between a traveler's regular duty post and another regular duty post;
 - (c) Between a traveler's personal residence and a temporary duty post (less an amount for commuting miles);
 - (d) Between temporary duty posts;
 - (e) Between a traveler's personal residence and a common carrier terminal as follows:
 - One round trip; or
 - Two round trips, when the traveler is driven to a common carrier.
 - (2) Calculation of business mileage - The traveler must use only the business miles for the most direct route to and from each destination. An amount must be calculated and excluded from the daily business miles for normal commuting miles when traveling between the traveler's personal residence and a temporary duty post.

Commuting mileage is to be based on no more than one round trip to duty post per day. Commute miles must also be deducted on week ends if you are traveling on state business and are receiving compensation.
 - (3) Daily travel log – A daily travel log should be maintained by the traveler to document business mileage. The vehicle odometer reading should be used to determine allowable business mileage and documented in the daily travel log. The log should include the complete address for the "Departed From" location, and "Arrived At" destination. General locations/destinations such as "Phoenix" or "Tucson and Vicinity" are not acceptable. The daily travel log used to substantiate business miles on a travel claim must be maintained for audit purposes by the traveler.



SUBJECT

State of Arizona Travel Policy

- (4) Alternate mileage method - If odometer reading are not available, map mileage may only be used for distances between cities and towns. If map mileage is used, enter "Map Mileage" in place of odometer readings.

The use of internet mapping programs to determine map mileage is permissible provided that a printout of the program showing the addresses and the calculation is included with the travel claim.

- f. No regular place of work – If a traveler has no regular duty post, all travel is considered commuting expense within a radius of 50 miles from the traveler's personal residence. However, reimbursement for mileage is allowed for travel to a temporary duty post outside a radius of 50 miles from the traveler's personal residence, less an amount for commuting miles.
- g. Vehicle liability insurance – In accordance with State statute, a traveler using a privately-owned motor vehicle on State business must have current vehicle liability insurance.
- h. No vehicle liability insurance – If the traveler does not have motor vehicle liability insurance that covers the use of a privately-owned motor vehicle on State business, the agency may not approve its use, and an alternate method of transportation must be used.
- i. Verification of insurance
- (1) Travelers are required to have current motor vehicle liability insurance for any privately owned vehicle used for official State travel. The traveler must possess a valid driver's license when using any vehicle for official State travel.
- (2) The supervisor or manager approving a travel request or claim that includes travel by privately owned motor vehicle needs to ensure that a reasonable effort has been made to determine that the traveler has current motor vehicle liability insurance and a valid driver's license.
- j. Accidents – If a traveler driving a privately-owned vehicle is involved in an accident and found to be at fault, the traveler's liability insurance carrier is responsible to the limits of the policy. If the amount exceeds that coverage, the State's self-insurance program will, at the time, cover the amount over the policy limits if the traveler was acting within the course and scope of his or her employment.

If a traveler, driving privately owned motor vehicle on State business is involved in an accident, regardless of fault, the State will not reimburse the traveler for any physical damage to the motor vehicle.



SUBJECT

State of Arizona Travel Policy

4. Motor vehicle (car) rental

- a. Business purpose – A traveler may use a rental vehicle for official State business if it is the most cost effective method of travel or if it is determined to be more convenient for the State (saves travel time.) The expense should normally be less expensive than a State fleet motor vehicle, a privately-owned motor vehicle, taxi, airfare or using another alternative method of transportation.
- b. In-state automobile rental – The State Fleet Management office should be contacted to arrange all motor vehicle rentals for use within the State of Arizona. All in-state vehicle rentals use the State contracted rental car vendor, with all charges centrally billed to the agency.
- c. Actual rental expenses – The actual cost of the motor vehicle rental is reimbursed. Travelers may not use the privately-owned motor vehicle mileage rate. Actual expenses may include the rental fee, gasoline (excluding pre-paid), oil, tolls and parking.
 - (1) No reimbursement is allowed for pre-paid gasoline purchased by the traveler for vehicle rental.
 - (2) No reimbursement is allowed for optional upgrades, such as a vehicle with satellite radio or GPS, purchased by the traveler for vehicle rental.
 - (3) No reimbursement is allowed for vehicle liability insurance or a collision damage waiver (CDW) purchased by the traveler for vehicle rental within the U.S. If State Risk Management requires vehicle insurance to be purchased for vehicles rented outside the U.S., the expense would be reimbursable.
- d. Proof of insurance cards – Proof-of-insurance cards should be obtained prior to renting a motor vehicle. Cards may be obtained from State Risk Management by agency travel coordinators and issued to travelers prior to vehicle rental.
- e. Rental vehicle type – The following criteria is to be used for out-of-state vehicle rental approval:
 - (1) One to two individuals traveling for a week or less - approval given for a compact vehicle.
 - (2) Three individuals traveling for less than one week - approval given for an intermediate (mid-size) vehicle.
 - (3) Two or three individuals for longer than one week - approval for an intermediate (mid-size) vehicle.
 - (4) Four individuals traveling for one week or less - approval for an intermediate (mid-size) vehicle.



SUBJECT

State of Arizona Travel Policy

- (5) Four or more individuals traveling for longer than one week - approval for a vehicle that meets their needs as recommended by the agency.
 - (6) If there are unusual circumstances that make the above criteria unworkable, the agency head (or his or her designee) may approve the appropriate size vehicle upon receipt of properly substantiated justification.
 - f. Out-of country use – When travel requires the use of a rental vehicle out-of-country, State Risk Management should be contacted prior to travel to determine proper vehicle insurance coverage.
5. Commercial Airline travel
- a. Business purpose – A traveler may use a commercial airline for official State business if it is the most cost effective method of travel or if it is determined to be more convenient for the State (saves travel time.) The expense should normally be less expensive than a privately owned motor vehicle, taxi, rental motor vehicle or using another alternative method of transportation.
 - b. Coach or economy class – Coach, economy or other discounted class of fare should be used for commercial airline travel. Travelers and agency travel coordinators will check for the lowest fare and consider connecting flights when practical.
 - c. Actual airfare expenses – The actual cost of the commercial airfare is reimbursed when charged to the travelers Corporate Travel Card. Travelers may not use the privately owned motor vehicle mileage rate or privately owned aircraft mileage in lieu the actual expense.
 - d. Reduced, group or package discounts –
 - (1) Agencies should determine if reduced airline fares may be available at group rates when more than one traveler is traveling to same destination. Agencies should also consider package rates, such as those for hotel and rental car.
 - (2) When using websites (such as Expedia, Travelocity, Hotwire, etc.) to make travel arrangements using package deals, documentation is required for each specific item included in the package such as airfare, hotel, and rental car. Documentation should be provided to substantiate the conformance with set rates as established travel policy. If such documentation cannot be obtained from the website or vendors, the traveler is responsible for comparing the package price to the separate coach airfare rates, hotel rates and vehicle rental rates and providing documentation to reflect that the package price is less expensive than fares allowed individually.

When the website documentation is not sufficiently detailed, a signed statement by the employee (along with documentation from separate coach airfare rates, hotel rates, etc.) referencing the comparison above is to be



SUBJECT

State of Arizona Travel Policy

attached to the travel claim to certify that a reasonable effort was made to procure the best price for the State.

- e. Flight insurance – Flight insurance purchased by the traveler is not reimbursable. Contact State Risk Management to determine the type of insurance coverage provided by the State.
 - f. Airline travel under federal grants – Under the Fly America Act, only U.S. carriers shall be used for travel reimbursed from federal grants and contracts, unless one of the following exceptions applies:
 - (1) Use of U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more;
 - (2) U.S. carriers do not offer nonstop or direct service between origin and destination. However, a U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would increase the number of aircraft changes outside the United States by two or more; or extend travel time by at least 6 hours or more; or require a connecting time of 4 hours or more at an overseas interchange point.
 - (3) When the costs of transportation are reimbursed in full by a third party, such as a foreign government or an international agency.
6. Chartered, Privately-owned and Rented Aircraft
- a. Business purpose – Chartered, privately owned or rental aircraft expense is allowed for reimbursement provided a common carrier is not feasible or an alternate mode of travel is impractical and/or more expensive.
 - b. Chartered air service – Chartered air service may only be obtained from FAA licensed commercial flight operators.
 - c. Risk Management authorization – ADOA Risk Management must authorize all use of privately owned or rented aircraft.
 - d. Actual cost reimbursed – Reimbursement for chartered or rented aircraft will use actual expenses. Reimbursed actual expenses may include the charter/rental fee, aircraft fuel, and landing and parking fees at temporary airport locations.
 - e. Mileage reimbursement – Reimbursement for privately owned aircraft will use the aircraft mileage rate, plus actual landing and parking fees at temporary airport locations. The mileage reimbursement is based on the shortest air route from origin to destination.
7. Railroads and Buses – Railroad or bus travel may be used when convenient or economical and if excessive travel time does not result.



SUBJECT

State of Arizona Travel Policy

8. Airport parking and transportation

- a. The most reasonable and customary means of transportation should be used when traveling to and from airports or other transportation terminals.
- b. Airport parking and mileage expense for a privately-owned motor vehicle is allowed only if less than roundtrip taxi fare between the traveler's residence and the airport, or duty post and airport, whichever is applicable.
- c. Airport parking will be reimbursed at daily rates no higher than the discounted parking rates listed for Phoenix and Tucson. Refer to Supplement VI for a listing of these rates.
- d. If a traveler is dropped off or picked up at the airport terminal using a privately-owned vehicle, no parking is reimbursable.

E. Lodging and Meals

1. General Requirements

a. Business purpose

- (1) Lodging expense may be incurred and reimbursed for authorized travel on official State business outside a radius of 50 miles from the traveler's personal residence and regular duty post.
- (2) Meals may be reimbursed for authorized travel on official State business if consumed outside a radius of 50 miles from the traveler's personal residence and regular duty post.
- (3) Meals that are reimbursed to a traveler when there is no overnight stay or substantial sleep/rest, is taxable income to the traveler.

- b. Actual expenses – Reimbursement for lodging and meals may not exceed the actual amount the traveler incurred (paid) for the expense or the maximum reimbursement rate.
- c. Partial day reimbursement – For days the traveler is actually traveling (in route) to a temporary duty post, or return to the traveler's residence or regular duty post, the traveler is reimbursed for meals based on partial day reimbursement rules.
- d. Maximum reimbursement rate for continental U.S. – Reimbursement for lodging and meals to destinations within the continental U.S. may not exceed the maximum reimbursement rate for the type of expense and destination as listed in Supplement I to this section.

The destination used to determine the appropriate rate for lodging is based on the address on the lodging bill/statement. The destination used to determine the meal rate if no lodging is incurred, is the location in which the meal is consumed.



SUBJECT

State of Arizona Travel Policy

- e. Maximum reimbursement rate for all other destinations – Reimbursement for lodging and meals to destinations outside the continental U.S. including Alaska and Hawaii is based on The Department of Defense international rates.
- f. Reimbursements within a radius of 50 miles – Lodging and meals may be authorized for reimbursement as an exception to policy when the traveler is on official State business within a radius of 50 miles from the traveler's personal residence and duty post if the following applies:
 - (1) The director (or his or her designee) of the traveler's agency determines that, in terms of economy or efficiency, it is in the best interest of the State to reimburse the employee; and
 - (2) Provides justification for the request and why the State Travel Policy as it applies to reimbursement for lunch expenditures is uneconomical or inefficient under the circumstances that apply; and
 - (3) Provides estimated per transaction savings in terms of cost or efficiency that would be realized by the State in granting the variance; and
 - (4) Provides estimated total annual financial impact on the State that the implementation of such a variance would have; and
 - (5) Approves an exception request with respect to a given employee; and
 - (6) The State Comptroller approves the exception before expenditures are reimbursed.

Note: Amounts reimbursed for meals are taxable income to the traveler if there is no overnight stay or substantial rest period.

2. Lodging

- a. Commercial establishment – Lodging is recommended to be at a commercial establishment and the individual is required to request the lowest available rate. (Government, Commercial, Corporate, etc.)
- b. Shared lodging with another traveler – When lodging is shared, reimbursement per person should not exceed the amount allowable per person at the single room rate plus tax.
- c. Shared lodging with family member – When lodging is shared with an individual not on State business (such as a spouse) reimbursement shall not exceed the single room rate plus tax.
- d. Shared lodging reimbursement alternatives – Below are three methods for requesting reimbursement: when lodging is shared:
 - (1) Each traveler should obtain a separate original lodging receipt for



SUBJECT

State of Arizona Travel Policy

each traveler's portion of the lodging cost. The total of the two (or more) lodging receipts cannot exceed the total lodging cost. When a room is to be shared, the travelers should request separate receipts in advance (when they register or check-in) from the lodging establishment.

- (2) If the establishment cannot issue original receipts, one traveler may submit the original lodging receipt and the other traveler(s) may submit photocopies. However, each receipt (original and photocopies) must be marked "Shared Lodging" and must include the names of all travelers sharing the room. Photocopies must be signed by the traveler, his supervisor and an authorized agency signer. No photocopies will be accepted without these original signatures.
- (3) If the establishment cannot issue separate original lodging receipts, one traveler may submit the original receipt for the total lodging cost. The lodging receipt must indicate the names of all State travelers who shared the room.

3. Meal expense

- a. General limitation – A traveler may not claim reimbursement for more than three meals in any single calendar day or in any period of 24 consecutive hours. Individual meal rates are listed in Supplement I to this section.
- b. Full day meal allowance – A travel day of 18 or more hours shall be considered a full day and entitle the traveler to reimbursement for up to three meal reimbursements equal to the lesser of the amount actually spent for the meals or the maximum reimbursement rate daily total for the location.

If the traveler does not purchase a substantial meal, or is provided a meal in the cost for other travel related expenses such as a conference fee or airfare, the traveler is not eligible for reimbursement for that meal.

- c. Partial day reimbursement – A travel day of less than 18 hours shall be considered a partial day and entitle the traveler to reimbursement for meals based on the partial day reimbursement rules listed below. However, the traveler is only allowed reimbursement for meals actually incurred (paid for).

If the traveler does not purchase a meal, or is provided a substantial meal in the cost for other travel related expenses, the traveler is not eligible for reimbursement for that meal.

When the travel day is less than a full day, the following guidelines will be applied to the reimbursement of amounts spent for meals:

- (1) Six hours in travel status – qualifies for one meal reimbursement up to the lesser of the amount actually spent for the meal or the maximum reimbursement rate.
- (2) Twelve hours in travel status – qualifies for two meal reimbursements up to the lesser of the amount actually spent for the meal or the maximum reimbursement rate.



SUBJECT

State of Arizona Travel Policy

(3) Meal cut off hours are as follows:

| Travel Status Hours | Meal Consume Time | Breakfast | Lunch | Dinner |
|---------------------|---------------------|-----------|-------|--------|
| at least 6 | 12:00 am - 10:00 am | Yes | No | No |
| at least 6 | 10:01 am - 4:00 pm | No | Yes | No |
| at least 6 | 4:01 pm - 11:59 pm | No | No | Yes |
| at least 12 | 12:00 am - 4:00 pm | Yes | Yes | No |
| at least 12 | 10:01 am - 11:59 pm | No | Yes | Yes |
| at least 12 | 4:01 pm - 7:00 am | Yes | No | Yes |
| at least 18 | 12:00 am - 11:59 pm | Yes | Yes | Yes |

- d. Cost of meals included with other charges – The traveler is not entitled to a meal allowance for substantial meals provided free at a state institution, on an airplane, included in conference registration fees or provided on a complimentary basis by the facility at which one is lodged. A substantial meal is one that normally contains a serving of protein in the form of meat, poultry, fish, seafood or eggs.

Meals satisfying special dietary needs will generally be provided by airlines, conferences, hotels, etc. if requested by the traveler. It is the traveler’s responsibility to make, on a timely basis, the necessary arrangements for such special meals.

If the traveler’s request for a meal satisfying a special dietary need is denied, in order to claim a reimbursement for a meal expenditure, the traveler must provide a statement that details and certifies: to whom such request was made; by whom such request was denied; the reason given for the denial; and, the special dietary needs of the traveler that could not otherwise have been accommodated.

F. Mileage, lodging, meal reimbursement rates

1. Establish maximum reimbursement rates – Under Arizona State statutes A.R.S. §38-623 and A.R.S. §38-624, the Director of the Arizona Department of Administration establishes maximum reimbursement rates for mileage, lodging, and meal expenses that are authorized for travel reimbursement. The established rates must be approved by the Joint Legislative Budget Committee prior to use.
2. Location of rates – Reimbursement rates are located in Supplement I and Supplement V.
3. Mileage rate – The mileage reimbursement rate includes all automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance.
4. Lodging rate – The lodging reimbursement rate includes the minimum charge for a single occupant room, plus all mandatory service charges (parking, resort fees, etc.) that are charged at the discretion of the facility and not required by law, and taxes.



SUBJECT

State of Arizona Travel Policy

Additional room features, accommodations and personal expenses charge to the room are not reimbursed.

5. Meal expense rate
 - a. The meal reimbursement rate includes the cost of the meal, tax, tip and the cost spent for transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained within a reasonable distance of the lodging or duty post. There are three specific meal rates that include breakfast, lunch and dinner that are established as the maximum for each type of meal.
 - b. Although they normally do so, the amounts allowed for meals are not necessarily intended to cover the entire cost of a meal taken while in travel status. The amounts are more than sufficient to compensate the traveler for the estimated difference between the cost of a meal taken on the road and the cost of a meal prepared at home or purchased at a cafeteria operating in a State facility.
6. How to determine the correct rate – To manually determine the correct rate for lodging and meals, follow the instructions listed below.
 - a. For domestic travel within the continental U.S.
 - (1) Locate Supplement I in section II-D of the State of Arizona Accounting Manual; then
 - (2) Locate the state and then city of destination; then
 - (3) If the specific city is listed in the supplement, use that rate, if not; then
 - (4) If the city is not listed, refer to the county in which the city is located and use that rate, if not; then
 - (5) If the county is not listed, use the default rate listed at the beginning of the table.
 - b. For travel outside the continental U.S.
 - (1) Go to the GAO website (www.gao.state.az.us) and click on the Travel link,
 - (2) Click on the link to Out-of-Country/Alaska/Hawaii Lodging and Meal Index, this will take you to Department of Defense website; then
 - (3) Click on Per Diem Rates, then click on Per Diem Rates again, then under OUTSIDE CONUS, NON-FOREIGN OVERSEAS, AND FOREIGN, select the COUNTRY/STATE from the drop down menu.
 - (4) Locate the travel destination and associated lodging and meal rates.



SUBJECT

State of Arizona Travel Policy

- G. Meal reimbursements included in income – Meal expenses reimbursed to employees for trips that did not require an overnight stay or a substantial rest period must be treated as taxable income subject to withholding for income and employment taxes (i.e., social security and Medicare).
- H. Long-term travel (more than 30 days, but less than one year)
1. First seven days of travel – Travelers are allowed reimbursement using the regular lodging and meal reimbursement rates for a period not to exceed seven days while arranging for long-term accommodations.
 2. Actual lodging expense – Actual lodging expense is reimbursed including all related costs such as rent, electricity, gas, water, and standard telephone charge up to the maximum reimbursement rate. Receipts are required for all charges requested for reimbursement. The itemized portion of the telephone bill must accompany the reimbursement claim to identify business calls if more than the monthly service charge is to be reimbursed.
 3. Reduced reimbursement rates – Travelers temporarily assigned to one duty post that is in excess of 50 miles from the traveler's personal residence and regular duty post for periods of 30 days or more, are reimbursed for travel expenses at a reduced maximum reimbursement rate listed in Supplement I.
 4. Long-term maximum reimbursement rates – Reimbursement rates for in-state long-term travel are established and listed in Supplement I. Reimbursement rates for out-of-State long-term travel will be determined by the State Comptroller on a case by case basis. Coordinate with the General Accounting Office in advance of incurring the long-term lodging.
- I. Long-term travel (more than one year)
1. Indefinite assignment – Travel away from a personal residence or regular duty post that lasts more than one year in a single work location is considered indefinite. Any travel expenses reimbursed during that period must be treated as taxable income subject to withholding for income and employment taxes (i.e., social security and Medicare).
 2. Indefinite assignment ends prematurely – An indefinite assignment that is realistically expected to last more than one year shall be considered indefinite regardless of whether it actually exceeds one year. Thus, any amounts withheld in connection with the employee's travel expense reimbursements would not be refundable if the assignment ends prematurely.
 3. Temporary assignment extended - If a temporary assignment is realistically expected to last for one year or less, but at some later date is extended to exceed one year, then the assignment shall be treated as temporary until the date the employee's or employer's realistic expectations change. Thus, travel expense reimbursements would not be taxable for the period of the assignment that was expected to be temporary. Travel expenses reimbursed thereafter must be included in the employee's income subject to withholding.



SUBJECT

State of Arizona Travel Policy

J. Conferences, conventions and meetings –

1. Should be arranged to avoid or minimize cost, including lodging and meals.
2. Lodging at conferences sponsored by the State of Arizona (i.e., agencies, boards, commissions, authorities, councils or committees) – Agencies that sponsor conferences that include conference designated lodging should arrange the conference to be held at a location where the lodging rate charged does not exceed the State maximum lodging rate for that location.
3. Lodging at conferences not sponsored by the State – Reimbursement for lodging while attending a non State sponsored conference may not exceed the least expensive single room rate published in the conference brochure for the conference designated lodging establishment.
4. Meals at conferences – Reimbursements for meals during the conference in excess of the maximum individual meal rate may be allowed when:
 - a. The charge for the meal is not included in the conference fees; and;
 - b. The meal features a speaker, formal panel discussion or other activity integral to the purpose of the conference.
5. Recreation and social activities – No reimbursement will be made for recreational or social activities that may be offered in connection with a conference.

K. Lost, duplicate or copies of receipts/bills –

1. If the original of a document required for substantiation of travel expenses is lost or destroyed, a photocopy may be submitted with the statement, "Treat as an Original". The photocopy must be signed by the traveler's supervisor and an authorized agency signer.
2. If the original receipt is lost and a photocopy is not available and a copy cannot be obtained from the lodging establishment, then a copy of the canceled check or corporate card receipt is required showing the employee paid for the lodging. In addition to the canceled check or corporate card receipt, a letter must be prepared by the supervisor in lieu of the original or photocopy of the lodging receipt. The letter must contain the name of the traveler, the dates of the travel, the name, address and telephone number of the lodging establishment, cost per night and the total cost of the lodging.
3. The letter should also include the reason(s) why an original or photocopy of the lodging receipt is not available. This letter should also be signed by an authorized agency signer.



SUBJECT

State of Arizona Travel Policy

- L. Travel advances (Beginning January 1, 2008, please see Technical Bulletin 07-2 for the official policy related to travel advances. This section is held in abeyance until Technical Bulletin 07-2 is canceled.)
1. Travel advances are not authorized for employees that are issued a State Travel Card, have not applied for a State Travel Card, or have had their State Travel Card revoked.
 2. Employees that do not have a State Travel Card (except for the reasons mentioned above) may request a travel advance as an exception through submission of a written request to the State Comptroller and completion of form GAO-509HR.
 3. The amount of the request is limited to amounts that are expected to be incurred for lodging and meals.
 - a. The employee must be expected to be in travel status for at least 3 consecutive days.
 - b. The amount of the advance is limited to 80% of the expected lodging and meals.
 4. Refer to the Travel Advance Technical Bulletin for detailed information on Travel Advance policies and processing.
- M. State Travel Card Program
1. The State Travel Card Program includes a combination of employee and State liability accounts that include:
 - a. A State liability Central Travel Account (CTA, also known as the 'Ghost Card') that may be used for the reservation and purchase of airfare, lodging, car rental, and conference and training registration fees for official State business.
 - b. A State employee personal liability Corporate Travel Card used to purchase airfare (if permitted by agency policy), lodging, car rental, other transportation charges, meals and other miscellaneous charges for travel on official State business.
 2. Refer to the Travel Policy Technical Bulletin for detailed information on the State Travel Card Program.
- N. Travel insurance
1. Types of insurance coverage – The State of Arizona provides specific types of insurance coverage for its employees when traveling domestically and internationally. Specific types of coverage include:



SUBJECT

State of Arizona Travel Policy

- a. Automobile Coverage
 - (1) State vehicles – Coverage is provided to state employees when driving state vehicles within the course and scope of employment and authorization.
 - (2) Private vehicles – Employees driving privately owned vehicles are required to provide their own insurance. Liability coverage is provided on an excess basis for private vehicles driven within the course and scope of employment and authorization. Physical damage is not covered.
 - (3) Leased/rented vehicles – When renting or leasing vehicles, neither liability insurance coverage nor collision damage waivers should be purchased by the traveler. Leased vehicles are covered on a primary basis for auto liability and physical damage. Rental vehicles are covered for excess liability over what is provided by the rental company. Physical damage to the rental vehicle is covered on a primary basis when being used in the course and scope of State authorized activities.
 - (4) Specific information defining the course and scope of employment while using a motor vehicle is provided in A.A.C., Title 2, Chapter 10, Article 1.
 - b. Employee owned property (including vehicles) is generally not covered by State insurance.
 - c. Aircraft coverage – All pilots should contact ADOA Risk Management for specific requirements before flying on authorized state business. ADOA Risk Management must approve each application to fly on state business before coverage will apply.
2. Travel outside the United States (Including Mexico) – For information related to travel outside the U.S., refer to the ADOA Risk Management website at <http://www.azrisk.state.az.us/>
- O. Other travel issues
1. Travel training – Training for travel entry is provided to travel coordinators, supervisors and managers online through HRIS. Travel policy training is available to travelers, travel coordinators, supervisor and managers through AZGU. Each agency is responsible to ensure agency personnel take required travel training.
 2. Key employee travel – Travel by a group of officers or employees in the same aircraft, automobile, or other mode of transportation is discouraged when the officers' or employee's responsibilities are such that an accident could seriously affect the functioning of the State. Key succession officers, such as the Governor, Secretary of State, Attorney General, or a substantial number of employees from the same organizational unit or program, should consider this risk when making travel arrangements.



SUBJECT

State of Arizona Travel Policy

- 3. Travel awards – Benefits from any airline, lodging or other travel promotion (such as free tickets or free lodging) that are obtained through official State travel belong to the State.
- 4. Personal expenses – The following are a list of activities and expenses that may be incurred prior to or during travel that are considered personal in nature, and are not reimbursed by the State. This list is not all inclusive and should be used as guide only.
 - a. Passport and visa expense including the actual cost of obtaining a passport, visa, tourist card, and necessary photographs; cost of certificates of birth, health, identity, and related affidavits. Exceptions may be granted by the GAO for recruitment or retention issues or if out-of-country travel is/was not a normal part of the traveler’s position responsibilities.
 - b. Airline Clubs
 - c. Entertainment including sporting events, cultural events, movies and other activities
 - d. Liquor, wine, or other alcoholic beverages
 - e. Illegal substances
 - f. Gifts provided to co-workers, family members or others
 - g. Flight or travel insurance
 - h. Traffic citations (See “Traffic citations” under Transportation)
 - i. Currency conversion and check cashing fees
 - j. Traveler’s checks
 - k. Magazines and guides
- 5. Luxury Water Travel – If travel is to an international destination by ship, or travel is to attend a conference or convention on a cruise ship, contact the General Accounting Office for additional information.
- 6. Vendor Travel – Payment for vendor travel will be processed thru the Arizona Financial Information System (AFIS). Refer to section II-H-1 of the State of Arizona Accounting Manual for more information.
- 7. Business Meeting – The cost of meals at business meetings when not in travel status is normally not reimbursed. For additional information, refer to section II-H-1 of the State of Arizona Accounting Manual.

V. Supplements

- Supplement I Maximum Mileage, Lodging and Meal Reimbursement Rates
- Supplement II List of Statutory Authority
- Supplement III Business versus Commuting Examples
- Supplement IV HRIS Pay Codes and AFIS COBJs related to Travel
- Supplement V Airport Parking Fees