



State of Arizona Accounting Manual

Topic 50 Travel

Issued 11/13/18

Section 05 General Travel Principles and Policies

Page 1 of 7

INTRODUCTION

The sections in this topic of SAAM are frequently collectively referred to as the “State Travel Policy” and they serve as the directives for both employees and non-employees when traveling on State business.

State Travel Policy exists not merely to provide guidance, but to ensure, to the extent possible:

- Compliance with the Arizona Constitution, the Arizona Revised Statutes, the Arizona Administrative Code and the U.S. Internal Revenue Code is maintained.
- Travel expenses incurred while conducting business for the State of Arizona are authorized, necessary, reasonable, and appropriate.
- Appropriate, safe and reasonable accommodations are provided for those traveling on State business.

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

POLICIES

1. Any expenditures, including those related to travel, must be:
 - 1.1. For a valid public purpose.
 - 1.2. Required to conduct the business of the State.
 - 1.3. In compliance with applicable sections of the Arizona Constitution, the Arizona Revised Statutes, the Arizona Administrative Code, the U.S. Code of Federal Regulations (including but not limited to the Internal Revenue Code), and the more stringent of the terms of any grant of which the State is recipient or the limits imposed by any section of the SAAM (including but not limited to State Travel Policy).
 - 1.4. Such that they result in value to the State in excess of their cost.
2. Agency management and all those traveling on State business should be familiar with and have an understanding of State Travel Policy; all travel arrangements and practices should reflect that familiarity and understanding.

State of Arizona Accounting Manual

Topic 50 Travel
Section 05 General Travel Principles and Policies

Issued 11/13/18
Page 2 of 7

3. Travel arrangements should be fair and equitable, but planned for the convenience of the State using the most reasonable and economic means. In general, the practical travel alternative most beneficial and cost effective for the State should be chosen, with a focus on the total cost of the trip rather than any specific component of that cost.
4. Travelers and agencies are required to do travel planning for individuals and group travel and for meetings and conferences that involve travel by participants. In general, the best travel alternative is that which results in the most favorable cost-benefit result for the State and involves a traveler spending the least, as may be reasonable under the circumstances, time away from his duty post. Travel planning should begin far enough in advance to limit:
 - 4.1. The number of overnight stays.
 - 4.2. Meal, lodging and transportation expenses.
 - 4.3. Time in travel status (cost vs. benefit).
 - 4.4. The number of travelers necessary to meet the needs of the State.
 - 4.5. Use of private versus public facilities.
5. Unless a specific exception exists (as it does in the cases of meals or local transportation), for an employee to qualify for reimbursement, receipts for travel-related expenditures are to be collected by either the traveler or the agency arranging the travel; if collected by the traveler, the receipts are to be submitted to the agency responsible for reimbursing such expenditures.
 - 5.1. Among those expenditures that do not require a receipt for reimbursement are:
 - 5.1.1. Meals, unless required by the agency. FUSD requires receipts for all meals.
 - 5.1.2. Incidentals with a cost of less than five dollars (\$5). Incidentals include, but are not limited to such things as tips or other charges for baggage handling and tips for chamber maids. It is to be noted that expenditures for incidentals reduce the amount of reimbursement available for meals (this is not prorated by meal, i.e., if a traveler is entitled to only one (1) meal for the day, the amount of the incidental expense reimbursed will reduce the amount available reimbursement for that meal).
 - 5.1.3. Certain expenses incurred and no receipt is available, such as parking meter charges.
 - 5.1.4. Local transportation.
 - 5.2. For those who are not employees of the State, all reimbursements require receipts.

State of Arizona Accounting Manual

Topic 50 Travel
Section 05 General Travel Principles and Policies

Issued 11/13/18
Page 3 of 7

6. Unless specifically elsewhere prohibited, an agency head may delegate his authority related to travel to others in his agency.

6.1. This is a delegation of authority, but not of responsibility for the actions taken by the delegate.

6.2. All such delegations must be in writing and retained by the agency in according with the directives issued by LAPR.

7. Agency travel-related policies and procedures.

7.1. Agency management may draft travel-related policies and procedures, if necessary, to cover circumstances specific to their agencies such as:

7.1.1. Restrictions or limitations on travel.

7.1.2. Non-standard work shifts.

7.1.3. Use of State equipment, such as fleet vehicles.

7.1.4. Unique approval requirements.

7.1.5. Charging travel expenses to various funding sources.

7.1.6. Travel request and travel claim approval and validation processes.

7.2. Agency management must draft travel-related policies and procedures that address:

7.2.1. Definitions with respect to in-state and out-of-state destinations. At the discretion of agency management, out-of-state travel to U.S. states within one hundred (100) miles of their border with Arizona may be deemed to be in-state travel when determining reimbursement limits for lodging, meals and incidentals.

7.2.1.1. Travel on official out-of-state business that is within one hundred (100) miles of the Arizona border will be considered in-state, unless designated as out-of-state travel by agency management.

7.2.1.2. Agency management, in drafting agency travel-related policies, makes this determination based upon considerations, such as the mission of the agency, the frequency of employee travel beyond the Arizona border, but within the hundred-mile (100-mile) zone discussed herein, the need to take State-owned vehicles and other State-owned equipment to neighboring states, the pre-authorization of travel, , etc.

7.2.1.3. When out-of-state travel within one hundred (100) miles of the Arizona border is to be considered out-of-state travel, all provisions of State Travel Policy relating

State of Arizona Accounting Manual

Topic 50 Travel
Section 05 General Travel Principles and Policies

Issued 11/13/18
Page 4 of 7

to out-of-state travel—such as those that might relate to prior authorization, use of State equipment, use of personally owned vehicles for out-of-state business, etc.—apply.

- 7.2.2. The circumstances under which a traveler may be reimbursed for charges or fees relating to cancellations, re-bookings, early or late arrival or departure charges, or charges related to changes involving reservations or travel arrangements. Agencies, however, should not reimburse a traveler for such charges when incurred for personal reasons or are considered avoidable.

7.3. Agency travel-related policies:

- 7.3.1. Must in all respects comply with Federal and State laws, rules and policies.
- 7.3.2. Must be consistent with and complement State Travel Policy.
- 7.3.3. May be more restrictive, but not more liberal, than State Travel Policy.
- 7.3.4. Must be applied equitably to all agency personnel.
- 7.3.5. Must not deprive or attempt to deprive employees of any benefits, reimbursements or compensation to which they might otherwise be entitled by law.

8. Reimbursements are to be made only for qualified travel expenditures necessary to conduct the business of the State.

9. Consideration should be given to alternatives to travel to accomplish State business more efficiently and economically. Such alternatives include, but are not limited to, conference calls and web conferencing. Travel should be authorized only when there is a need for personal contact, intervention or observation.

10. Except as provided immediately below, reimbursement of travel expenses are limited to those actually incurred while traveling on State business.

- 10.1. The State motor vehicle mileage rate may be used instead of actual expenses when operating a privately owned vehicle on State business. The amount claimed, however, is to be based upon the lesser of actual miles driven or miles that would have been driven had the most economical route been chosen.

- 10.2. The State personal aircraft rate may be used instead of actual expenses when operating a privately owned aircraft on State business. The amount claimed, however, is to be based upon the lesser of actual miles flown or miles that would have been flown had the most economical route been chosen.

11. In the following cases, reimbursement is subject to the limits published in SAAM 5095:

State of Arizona Accounting Manual

Topic 50 Travel
Section 05 General Travel Principles and Policies

Issued 11/13/18
Page 5 of 7

11.1. Mileage.

11.2. Lodging.

11.3. Meals and incidentals.

12. All documentation related to travel for the State must be maintained in accordance with the Records Retention Schedules published by LAPR. Such documentation includes, but is not limited to, travel requests, travel claims, receipts and conference brochures.

13. Employee travel is conducted and reimbursed in accordance with State Travel Policy, regardless of the funding source that pays for the travel.

13.1. Even when the travel is financed using monies that were provided by the Federal Government or some other organization, individual, program, or funding source, employee reimbursements for meals and lodging are limited to State rates.

13.2. With respect to cost recovery from a Federal program or grant, travel costs are considered reasonable when they do not exceed State Travel Policy.

13.3. Travel reimbursements to employees for costs in excess of those set forth in State Travel Policy may, when applicable, jeopardize an agency's or the State's ability to recover such costs from the Federal Government.

14. Agencies may, but are not required to, use and pay for the services of a commercial travel agency. Agency management, however, must consider the cost associated with the use of a travel agency vs. the benefits, other than mere convenience, of such arrangements.

14.1. The costs associated with the use of a travel agency include, but may not be limited to:

14.1.1. The fee paid to the travel agency for making travel arrangements.

14.1.2. The opportunity cost incurred when the travel agency does not book the most economical travel alternative available.

14.1.3. The cost of additional time spent when a travel agency makes travel arrangements that do not comply with State Travel Policy. Such time might include that required to request a policy exception.

14.2. The benefits that might be associated with the use of a travel agency include:

14.2.1. Potentially lower fares or lodging rates.

14.2.2. Possibly better travel reporting.

State of Arizona Accounting Manual

Topic 50 Travel
Section 05 General Travel Principles and Policies

Issued 11/13/18
Page 6 of 7

- 14.2.3. Feasibly a reduction of staff time required to research and book travel.
15. When operating a motor vehicle on State business within the U.S., whether that vehicle is a State vehicle, rented or privately owned, the driver must possess:
- 15.1. A valid driver's license; a driver's manager or supervisor is responsible for verifying this before authorizing travel and, if applicable, before approving a travel reimbursement related to the operation of a motor vehicle.
- 15.2. Mandatory insurance coverage as required by applicable State laws and regulations, primarily issued by ADOT.
- 15.2.1. Risk Management should be consulted with respect to the operation of a vehicle on State business outside of the U.S.
16. When operating an aircraft on State business, whether that aircraft is a State aircraft, rented or privately owned, the pilot must possess:
- 16.1. A valid pilot's license; a pilot's manager or supervisor is responsible for verifying this before authorizing travel and, if applicable, before approving a travel reimbursement related to the operation of an aircraft.
- 16.2. Insurance coverage as required by the Federal Aviation Administration or other authority with jurisdiction.
17. The most reasonable and customary mode of transportation and the most commonly traveled route should generally be selected.
18. Attendance at out-of-state conventions or meetings should only be approved when such occurrences are directly related to the job. Travel should be limited to personnel whose attendance, as determined by agency management, is essential to State business.
19. Reimbursements are limited to the expenses incurred or that would have been incurred by using the most efficient route. The most efficient route is that which is the most direct, most traveled or most economical, taking all circumstances into consideration. (It may, for example, be less direct to take an expressway than surface streets. However, travel by expressway would be generally the most traveled route and, given the additional cost of employee time to travel by surface streets, the most economical.)
20. Avoidable travel time in excess of that which is necessary to conduct State business, such as that used to conduct personal affairs, incurred during normally scheduled work hours is to be charged to annual leave. Non-avoidable travel time, such as delays imposed by weather, mechanical failures, etc., experienced during normally scheduled work hours is to be charged to regular pay.

State of Arizona Accounting Manual

Topic 50 Travel

Issued 11/13/18

Section **05 General Travel Principles and Policies**

Page 7 of 7

21. Additional travel expenses incurred by taking an uneconomical route, are not in the best interest of the State or are for personal business will not be reimbursed.
22. Travel expenses paid directly by the State to a travel agency, hotel, restaurant, rental car company, etc., on an employee's behalf are subject to applicable State Travel Policy reimbursement limitations. Claims for this manner of payment must reference the traveler(s) to whom they apply. When they would be otherwise required, as for lodging, car rentals, etc., itemized receipts are required for direct payment of these expenses.
23. The agency head or his delegate must approve all out-of-state travel in advance. The request for out-of-state travel should be submitted to allow ample time to take advantage of the availability of discounted airfares, conference lodging, a traveler's special needs, etc. A copy of the approved out-of-state travel request must accompany the out-of-state travel claim.
24. Agency managers and supervisors may, as directed by their respective agency heads:
 - 24.1. Authorize in-state and out-of-state travel that conforms (i.e., the travel arrangements have no exceptions) to State Travel Policy.
 - 24.2. Determine that out-of-state travel to U.S. states within one hundred (100) miles of the Arizona border to be in-state travel.



State of Arizona Accounting Manual

Topic 50 Travel
Section 07 Agency-level
Travel Responsibilities

Issued 02/03/20

Page 1 of 5

INTRODUCTION

In order for State travel to be conducted as fairly, efficiently and economically as possible, it is important for all those involved in traveling, travel planning, travel administration and travel claim processing to understand their respective roles as they related to travel. What follows is a list of those responsibilities; this list is non-exhaustive. In the event of a conflict between this list and the instructions, directions or policies enumerated in other applicable sections of SAAM, those other sections prevail.

SAAM 5008, *Travel Matters Requiring the Approval of the State Comptroller*, includes additional information of value pertaining to travel-related approvals.

POLICIES

1. The responsibilities of an agency head and those to whom such authority is delegated include, but are not limited to:
 - 1.1. Approving out-of-state travel.
 - 1.2. Authorization to use chartered or rental aircraft.
 - 1.3. Any out-of-state travel involving three (3) or more individuals from the same agency or can reasonably be expected to equal five thousand dollars (\$5,000) in total travel costs to a single agency requires particular scrutiny of the agency head, his deputy or the agency CFO; it also requires the collection and retention of documentation as to the purpose of the trip. Such documentation must include a complete written explanation of the purpose, need and cost-benefit of the trip as well as a description of the alternatives considered, but dismissed, that may have resulted in a savings for the State. This documentation must also contain the names of the traveler(s), travel date(s), and travel destination(s).
2. Agency management's responsibilities include, but are not limited to:
 - 2.1. Ensuring:
 - 2.1.1. All authorized travel is in the best interest of the State.
 - 2.1.2. All travel expenses are reasonable and necessary.
 - 2.1.3. All required receipts are collected, reviewed, verified and retained.

State of Arizona Accounting Manual

Topic 50 Travel
Section 07 Agency-level
Travel Responsibilities

Issued 02/03/20
Page 2 of 5

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- 2.1.4. All expenses paid or reimbursed comply with SAAM.
 - 2.1.5. The most economical, as may be practical under the circumstances, is used.
 - 2.1.6. The duty post or posts of each employee are designated in the best interest of the State.
 - 2.1.7. Employees obtain appropriate approvals or exceptions prior to traveling.
 - 2.1.8. Adequate funds and spending authority are available for travel.
 - 2.1.9. All travel card charges are reconciled correctly and any overpayments or improper charges are recovered.
 - 2.1.10. All travelers are familiar with the travel policies contained in SAAM before traveling for the State.
 - 2.1.11. All supervisors are familiar with the travel policies contained in SAAM before authorizing an employee's travel.
 - 2.1.12. All travel approvers are familiar with the travel policies contained in SAAM.
 - 2.1.13. Travelers submit travel claims on a timely basis; and that untimely filed travel claims are handled as described in SAAM 5056.
 - 2.2. Establishing and disseminating:
 - 2.2.1. Agency-specific policies related to travel procedures when employees travel for the State (this may be accomplished by incorporating by reference the relevant sections of SAAM).
 - 2.2.2. Procedures to ensure accountability for cash advances.
 - 2.2.3. Procedures to ensure appropriate use and control of the Employee Travel Card and the Central Travel Account.
 - 2.2.4. Policies and procedures for the review and approval of employee travel claims in a complete and timely manner. (See SAAM 5056.)
 - 2.3. Providing:
 - 2.3.1. Guidance and training to agency employees, supervisors, travel approvers, and travel payers in the proper procedures for filing travel claims, paying travel expenses, and making travel reimbursements.
 - 3. A supervisor's responsibilities include, but are not limited to:

State of Arizona Accounting Manual

Topic 50 Travel
Section 07 Agency-level
Travel Responsibilities

Issued 02/03/20
Page 3 of 5

3.1. Knowing:

3.1.1. State travel policy as set forth in SAAM.

3.1.2. Agency travel policies and procedures as they relate to travel.

3.1.3. Employees' duty stations, that those duty stations have been designated to favor the interests of the State, and the effect of those duty stations on travel reimbursements and other travel-related costs.

3.1.4. The limits of approval and reimbursements pertaining to travel as contained in State and agency policies.

3.1.5. When and how exceptions must be requested (See SAAM 0015).

3.2. Authorizing travel only when necessary and within delegated authority.

3.3. Reviewing travelers' itineraries in advance to ensure the most economical method of travel under the circumstances is used.

3.4. Verifying that travel claims are:

3.4.1. Within allowable rates and all required documentation is attached.

3.4.2. As applicable, actual, reasonable and necessary.

3.5. Reviewing and approving or rejecting travel claims in a timely manner.

3.6. Ensuring that employees file travel claims in a timely manner.

3.7. Working with employees to plan travel sufficiently in advance to secure advantageous travel and lodging rates.

4. A travel claim approver's responsibilities include, but are not limited to:

4.1. Knowing:

4.1.1. State travel policy as set forth in SAAM.

4.1.2. What constitutes an exception to travel policy, as well as when and how to request an exception to policy, if warranted. (See SAAM 0015.)

4.1.3. Agency travel policies and procedures as they relate to travel.

4.2. Verifying that travel claims are:

State of Arizona Accounting Manual

Topic 50 Travel
Section 07 **Agency-level
Travel Responsibilities**

Issued 02/03/20
Page 4 of 5

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- 4.2.1. Within allowable rates and all required documentation is attached.
 - 4.2.2. As applicable, actual, reasonable and necessary.
 - 4.3. Reviewing and approving or rejecting travel claims in a timely manner.
 - 4.4. Ensuring that employees file travel claims in a timely manner.
 - 5. A traveler's responsibilities include, but are not limited to:
 - 5.1. Knowing:
 - 5.1.1. State travel policy as set forth in SAAM.
 - 5.1.2. What constitutes an exception to travel policy, as well as when and how to request an exception to policy, if warranted. (See SAAM 0015.)
 - 5.1.3. Agency travel policies and procedures as they relate to travel.
 - 5.1.4. His duty post and the effect it has on his eligibility for travel reimbursement.
 - 5.2. Making sure that travel claims are:
 - 5.2.1. Within allowable rates and all required documentation is attached.
 - 5.2.2. As applicable, actual, reasonable and necessary.
 - 5.3. Claiming only those expenses and reimbursements to which he may be entitled in accordance with SAAM and his agency's travel policies.
 - 5.4. Filing travel claims in a timely manner.
 - 5.5. Obtaining, in advance, necessary approvals for travel, including the method of travel and lodging.
 - 5.6. Securing the most economical method of travel, including lodging, applicable under the circumstances.
 - 5.7. Participating in any travel classes that may be required by his agency.
 - 5.8. Working with his supervisor and management to plan travel sufficiently in advance to secure advantageous travel and lodging rates.
 - 6. With respect to conference and non-conference lodging rates that exceed the applicable State rate:

State of Arizona Accounting Manual

Topic 50 Travel
Section 07 Agency-level
Travel Responsibilities

Issued 02/03/20
Page 5 of 5

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- 6.1. An agency head or deputy agency head may delegate to the agency chief financial officer the authority to directly request a policy exception from the State Comptroller.
 - 6.2. Such requests must be made by email to gaotravel@azdoa.gov.
 - 6.2.1. Using fully executed Forms GAO-515, accompanied by any necessary supporting materials, and emailed as attachments to gaotravel@azdoa.gov.
 - 6.3. A copy of these requests, if not made by the agency head or his deputy, must be emailed to the agency head.
 7. All delegations of authority of any type must be in writing and be retained for a period consistent with that prescribed by LAPR for accounting records.
 8. Agency travelers must be sufficiently familiarized with traveling for the State before they actually travel for the State.
 - 8.1. An agency traveler should know how to find SAAM online and how to identify those aspects of Travel Policy that might affect him. For example, if a traveler is going to be driving an automobile, he should become familiar with SAAM 5015, *Traveling by Individually Operated Motor Vehicle*. If a traveler is going to require hotel lodging while traveling for the State, he should be familiar with SAAM 5030, *Hotels, Meals and Lodging*.
 - 8.2. The GAO may from time-to-time publish other travel training materials, such as CBTs and QRGs, that merit review not only by travelers, but by supervisors, managers and others involved at any level with employee travel as well.
 9. Agency management must comply with all travel-related policies and procedures that may be issued by any competent State authority. In addition to those produced by the General Accounting Office, these may include policies published by statewide Risk Management, ADOA/ADOT Fleet Operations, etc.



State of Arizona Accounting Manual

Topic 50 Travel

Issued 01/13/20

Section 09 Responsibilities of Travelers and Those
Making or Reviewing Travel Arrangements

Page 1 of 6

INTRODUCTION

There are many who either travel as employees, make travel arrangements for those who travel, review travel arrangements, approve travel arrangements, or travel on behalf of the State who need to follow the State travel policies and procedures. In this section of SAAM, all these individuals will be referred to as “traveler.” In order for State travel to be conducted as fairly, efficiently and economically as possible, it is important for all travelers to understand their responsibilities related to travel. What follows is a list of those responsibilities; this list is non-exhaustive. In the event of a conflict between this list and the instructions, directions or policies enumerated in other applicable sections of SAAM, those other sections prevail. For more detail or clarification on any travel topic, see the applicable travel section.

SAAM 5007, *Agency-level Travel Responsibilities*, includes additional information of value pertaining to agency travel responsibilities and approvals for various roles involved in the travel process.

SAAM 5008, *Travel Matters Requiring the Approval of the State Comptroller*, includes additional information of value pertaining to travel-related approvals.

The term “State Travel Policy” generally means SAAM Topic 50, *Travel*; under certain limited circumstances, it might include a travel-related *All Agency Memorandum*.

POLICIES

1. Agency management is responsible for requiring travelers, potential travelers, those who make travel arrangements for others, those who review travel arrangements, those who approve travel arrangements, and those who will be reimbursed by the State for travel to review travel policy, and in particular this section of travel policy, prior to making travel arrangements and traveling for the State.
 - 1.1. Travelers include both those employed and those not employed by the State.
 - 1.2. Employees of cities, towns, counties, school districts and other political subdivisions of the State are not employees of the State.
2. The responsibilities of travelers, those who make travel arrangements for travelers, those who review travel arrangements, those who approve travel arrangements, and those who will be reimbursed by the State for travel include, but are not limited to:

State of Arizona Accounting Manual

Topic 50 Travel
Section 09 Responsibilities of Travelers and Those
Making or Reviewing Travel Arrangements

Issued 01/13/20
Page 2 of 6

- 2.1. Reviewing State Travel Policy as set forth in SAAM Topic 50 prior to making travel arrangements or traveling.
 - 2.1.1. This review should include, but not necessarily be limited to, those sections of SAAM pertaining to the trip under consideration. For example, if the trip involves air travel, meals, and overnight lodging, reviewing SAAM 5010, *Common Carrier Transportation*, SAAM 5025, *Meals and Incidentals*, SAAM 5030, *Hotels, Motels and Lodging*, and SAAM 5095, *Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates*, are of particular importance, though any number of other sections of State Travel Policy might apply.
- 2.2. Reviewing agency travel policies and procedures prior to making travel arrangements or traveling.
- 2.3. Obtaining written approval from the agency head or his delegatee on a Form GAO-509, *Out-of-State Travel Approval Request* (or an authorized agency equivalent), prior to traveling out-of-state.
3. Except for mileage or unless otherwise specifically provided in SAAM, to be in travel status and eligible for reimbursement of travel expenditures a traveler must be more than fifty (50) miles from both the traveler's residence and his regular duty post.
4. Mileage might be reimbursable when not in travel status; however, additional considerations are necessary. See SAAM 5015, *Travel by Individually Operated Motor Vehicle*, for further information.
5. Travel is conducted and reimbursed in accordance with State Travel Policy, regardless of the funding source that pays for the travel and is limited to the State rates published in SAAM 5095, *Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates*.
6. Reimbursement rates published in SAAM 5095, *Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates*, are reimbursement limits, not fixed per diems. A traveler may claim, up to the applicable reimbursement limit, only those amounts actually spent or incurred, whether or not receipts are required.
 - 6.1. When making travel arrangements, travelers should always seek the most economical means of travel, even when reasonable additional time and effort is required. Making travel arrangements as early as possible usually provides travelers the most options and results in the most cost effective travel.
 - 6.1.1. Reimbursements for lodging and meals shall not exceed the lower of the actual amounts incurred or the maximum reimbursement amounts allowable for the type and location of the expense.
 - 6.1.2. For trips with an overnight stay, the maximum daily meal and incidental reimbursement limits are reduced to seventy-five percent (75%) of normal on the

State of Arizona Accounting Manual

Topic 50 Travel
Section 09 Responsibilities of Travelers and Those
Making or Reviewing Travel Arrangements

Issued 01/13/20
Page 3 of 6

day of original departure and the day of return. For more information, see SAAM 5025, *Meals and Incidentals*.

- 6.1.3. For travel not involving an overnight stay, meals may be reimbursed only when the traveler has been in travel status for more than six (6) hours. See SAAM 5025, *Meals and Incidentals* for details and SAAM 5095, *Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates*, for the reimbursement limits.
- 6.1.4. Meals provided to the traveler by anyone other than the traveler, regardless whether or not accepted by the traveler, must be deducted from the meal and incidentals maximum reimbursement limit. Provided meals on the day of departure and return are reduced at 100% of the amount allocated for that particular meal.
- Example: The applicable daily limit for meals is \$45.00. The partial day rates by meal are breakfast \$9.00, lunch \$12.00, and dinner \$24.00. On the day of return when the maximum reimbursement limit is reduced to seventy-five percent (75%) of the full-day limit, the hotel provides breakfast. The partial day rate for breakfast is \$9.00. The maximum reimbursement calculation for the return day meals is $\$45.00 \times 75\% = \$33.75 - \$9.00 = \24.75 . The maximum reimbursement limit for lunch and dinner and incidentals for this is day is \$24.75.
- 6.1.5. Many lodging establishments have a variety of fees, taxes, and charges. Some of these charges must be considered as part of the room rate and apply towards the maximum allowable reimbursement limit and some will allow for reimbursement for an amount more than the maximum reimbursement limit. See SAAM 5030, *Hotels, Motels and Lodging*, for further information.
- 6.1.6. Reimbursements for lodging while attending a conference shall not exceed the least expensive single occupancy room rate published in the conference brochure for its designated lodging establishments regardless of whether rooms are still available at that rate.
- 6.1.7. It is expected that travelers conduct research for various commercial lodging options and take advantage of lodging which results in a savings for the State. This includes requesting governmental rates and possibly booking at other nearby hotels, if they have a lower rate than the conference hotel.
- 6.1.8. If lodging cannot be located within the allowable rate, it is expected that multiple travel booking sites should be utilized to determine what lodging is available. Many times, another hotel can be found which might be slightly farther away than desired, but the combination of the lower cost lodging and the cost of transportation is still less expensive than the hotel closer to the destination.
- 6.1.9. Travelers are not to favor certain airlines, hotel chains, or other providers based on frequent purchasing programs. When making travel arrangements, documentation that shows reasonable efforts have been made to arrange the most reasonably economic travel should be obtained and retained.

State of Arizona Accounting Manual

Topic 50 Travel
Section 09 Responsibilities of Travelers and Those
Making or Reviewing Travel Arrangements

Issued 01/13/20
Page 4 of 6

- 6.2. When making any travel arrangements that include lodging, travelers are required to obtain and retain confirmations until after the travel reimbursement is complete. This information might be necessary to obtain a billing adjustment for incorrect charges. This confirmation must contain the name and location of the provider, the dates of service or lodging, the rate per night, local transportation, etc., and a description of the service. If a confirmation is received, which does not provide the necessary information or if the confirmation is incorrect, follow up with the provider must occur immediately.
- 6.3. Travelers should know how much their room charge is going to be before traveling. Rates can change nightly; therefore, the rates should be confirmed for all nights of the stay. If the rate is not within the reimbursement limits contained in policy, the expectation is that an alternative that complies with policy will be found. Averaging rates over several days is not acceptable; each day's rate must be considered on its own.
- 6.4. Lodging may be shared. When lodging is shared, the reimbursement per person should not exceed the amount that would have been allowed if the travelers had not shared accommodations, i.e., the single occupancy room rate (subject to the local reimbursement limit) times the number of travelers. See SAAM 5030, *Hotels, Motels, and Lodging*, for further information.
- 6.5. Agency management does not have the authority to approve lodging rates above the State rates or conference lodging above the lowest published single occupancy room rate in the conference brochure. The State Comptroller must approve all travel policy exceptions. An approved GAO-509, *Out-of-State Travel Approval Request*, does not mean the lodging rate is approved if it does not comply with SAAM.
- 6.6. If a travel exception is needed, the Form GAO-515, *Request for Travel Policy Exception Requiring the Approval of the State Comptroller or Designee*, must be completed and signed by the agency head or deputy agency head and Chief Financial Officer and submitted to GAO at least ten (10) business days prior to traveling to allow time for processing. Exception requests that occur after travel usually result in less favorable results. Form GAO-515 travel policy exception requests, whether granted or denied, will be returned to the agency making the request.
 - 6.6.1. Lodging exception requests must include a comprehensive list of all options researched and documentation that clearly indicates that the traveler could not obtain a room within the allowable rate and what actions were taken to help reduce the cost to the State. This information will be verified.
 - 6.6.2. All supporting documentation related to the travel policy exception request must be attached to the Form GAO-515 to include research conducted, conference brochures, Form GAO-509, quotes, etc.

State of Arizona Accounting Manual

Topic 50 Travel
Section 09 Responsibilities of Travelers and Those
Making or Reviewing Travel Arrangements

Issued 01/13/20
Page 5 of 6

7. All travelers are responsible for knowing and following travel policy. Lack of travel policy knowledge is not an acceptable reason for noncompliance. Travel expenses incurred that do not comply with policy are the traveler's responsibility and will not be reimbursed.
- 7.1. A traveler might be liable for noncompliance even if another person made the travel arrangements. It is the traveler's responsibility to manage the costs associated with his own trip.
8. Money spent on certain incidentals will result in less money being available for meals. See SAAM 5026, *Incidentals and Other Travel-related Expenses*, for more details.
9. Although some travel expenses might not require receipts, it is a good practice to get receipts for all travel expenses to assist with completing travel claims and to be able to substantiate all travel expenses. For more information about what receipts are or are not required, please refer to the applicable section of SAAM (e.g., 5010 for common carrier travel, 5030 for meals and lodging, etc.) and the agency's travel policy and procedures should be consulted.
- 9.1. Except as they relate to mileage, for which other substantiation such as a trip log is required, receipts are needed to support all claims for travel reimbursement from travelers who are not employees of the State (those who travel for the State, but who are not employees of the State include, but might not be limited to, contractors, volunteers, unpaid interns, employees of other governments, etc.).
- 9.2. Most reimbursements for employees of the State do require receipts. Receipts should provide sufficient detail that allows an agency to properly review and pay any travel claims. See the applicable travel policy section for more information.
10. Each traveler is responsible for the timely and accurate submission of his travel claims.
- 10.1. For travel claims other than those involving long-term travel or long-term subsistence, it is highly recommended that travel claims should be filed within five (5) business days after the return from travel and, if practicable, no less frequently than once per pay period.
- 10.2. To be considered filed on a timely basis, all travel claims must be filed within two (2) calendar months of the completion of the trip. If the travel claim is filed after this time, a Form GAO-513, *Delinquent Filed Travel Claim*, must be completed and additional approvals obtained.
- 10.2.1. If practicable, travel claims should be filed no later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
- 10.2.2. See SAAM 5056 for more information for most travelers and SAAM 5565 for board members.

State of Arizona Accounting Manual

Topic 50 Travel
Section 09 Responsibilities of Travelers and Those
Making or Reviewing Travel Arrangements

Issued 01/13/20
Page 6 of 6

- 10.3. Travel claims must only be for expenses to which travelers are entitled to reimbursement in accordance with SAAM and agency travel policies. All travelers must certify that their travel expense claim represents actual, qualified amounts and/or miles incurred during authorized, official State business. Travel claims must be within allowable rates, unless accompanied by a travel exception approved by the State Comptroller or his delegee, and all required documentation must be attached.
11. Reimbursements will only be made for qualified travel expenditures necessary to conduct the business of the State. Personal expenditures will not be reimbursed.
12. When travel involves an individually operated motor vehicle, the type of vehicle prescribed by SAAM 5015, *Travel by Individually Operated Motor Vehicle*, is to be used.
13. A traveler must retain and provide required documentation—e.g., hotel bills, boarding passes, itinerary, incidental expenses over seventy-five dollars (\$75), etc.—to support any travel claim.
14. The State of Arizona helpful guide *Did You Know?* is posted on the travel page of the GAO Website at <https://gao.az.gov/travel>. This question-and-answer publication, which can be of significant value to travelers, covers some of the most commonly encountered items for a traveler to consider before and after embarking on his trip, but it is not all-inclusive. Travelers should consult the applicable section of SAAM for more detailed information about certain aspects of traveling for the State.



State of Arizona Accounting Manual

Topic 50 Travel
Section 10 Travel by Way of Common Carrier

Issued 02/10/20
Page 1 of 7

INTRODUCTION

Common carriers are those conveyances offering their services on a regular basis at published rates to all persons for interstate or intercity transportation. Common carriers include airplanes, trains, inter-city buses and the like. The term common carrier does not extend to services involving local transit, such as subways, light rail systems, intra-city buses, ride-sharing services, taxicabs, etc.

Since the most frequently used common carriers are airplanes, examples and terminology related to the airline industry may frequently be used below. However, the policies set forth below apply to all common carriers, which is to say, those means of transporting many, unrelated travelers between, rather than within, metropolitan areas, such as trains (other than light rail) and buses (other than municipal).

POLICIES

1. An employee who is a passenger on a common carrier:
 - 1.1. Is in pay status when traveling during his regularly scheduled work hours, whether or not the travel takes place on a workday.

Example 1: An employee is traveling by plane on Sunday to an out-of-town conference that begins on Monday. His normal Monday-through-Friday work schedule is from 8:00 a.m. to 5:00 p.m. with an hour lunch break between 12:30 p.m. and 1:30 p.m. His plane departs at noon local time and arrives at 6:00 p.m. at the place of departure (9:00 p.m. at his destination). Though it is Sunday and he is a passenger, he is in pay status between noon and 12:30 p.m. and between 1:30 p.m. and 5:00 p.m. as measured from the point of departure; he is not in pay status during what is his normal lunch hour break. He is, therefore, in pay status for a total of four (4) hours on Sunday. Though he is still traveling at 6:00 p.m., he is no longer in pay status, since this time is beyond his normally scheduled work hours. Note that he has passed through several time zones during his travel, but the time is measured using the point of departure.

Example 2: The employee in Example 1 returns home on Wednesday. His flight leaves at 3:00 p.m. local time at the place of departure; he arrives back at what is 9:00 p.m. at the point of departure, but only 6:00 p.m. at his destination. His workday consists of eight (8) hours in pay status: from 8:00 a.m. until 5:00 p.m. (again, measured at the point of departure).

Consequences of Examples 1 and 2: If the employee is paid hourly, i.e., FLSA non-exempt, then he has worked four (4) hours on Sunday and eight (8) hours on Wednesday. He was also in pay status for both Monday and Tuesday, while at the conference, for eight (8) hours each day. So, by the time of his return Wednesday night, he has already worked a total of twenty-eight (28) hours. If

State of Arizona Accounting Manual

Topic 50 Travel
Section 10 Travel by Way of Common Carrier

Issued 02/10/20
Page 2 of 7

he works eight (8) hours on both Thursday and Friday, he will have worked forty-four (44) hours for the week; four (4) hours of which would qualify for the time-and-one-half overtime premium.

Given the above, it might be economically advisable, and is legal, for the traveler's employing agency to reduce the employee's schedule by a total of four (4) hours between Thursday and Friday, distributed at the employer's convenience, to avoid having to pay an overtime premium. If the employee is salaried, i.e., FLSA exempt, no additional hours in pay status and no overtime premiums accrue to the traveler. When weekend travel is involved, it might, when possible, be economically preferable to assign FLSA exempt personnel the duty.

If an employee would, because of an extended schedule, qualify for an overtime premium, he must notify his employing agency of that possibility. The agency, to avoid incurring a liability for overtime, may, before the employee's trip, adjust the traveler's schedule. This notification must be communicated to the employee's supervisor sufficiently early to allow the supervisor to adjust the employee's schedule or approve an overtime premium. An employee should not accrue an overtime premium that has not been pre-approved by his supervisor.

Additional information relating to travel time and compensation can be found in SAAM 5060.

- 1.2. Is in pay status whenever working. Working includes such activities as preparing reports or spreadsheets, generating correspondence, acting as the driver for other employees, etc.
- 1.3. Is not in pay status when traveling during times outside of his regularly scheduled work hours or when taking his meals, if he is not working.
- 1.4. Generally, if practicable, should be assigned work whenever he is or will be in pay status, even if he is not exempt from the overtime provisions of FLSA and even when he is only a passenger.
2. The hours when an employee who is not exempt from the overtime provisions of FLSA is in pay status, such hours count as working hours. When such hours accumulate while traveling, they may result in the employee being owed an overtime premium for working more than forty (40) hours in a workweek. Management can, before the trip commences, adjust the employee's workweek so as avoid having to pay the overtime premium.

Example: An employee, who lives and works in Phoenix and who is not exempt from the FLSA overtime premium, is sent to attend a conference in New York City. The employee's normal work hours are Monday through Friday, 8 a.m. until 5 p.m., with an hour for lunch hour between noon and 1 p.m. The conference runs from Monday morning through early Wednesday afternoon. To attend the conference, he must depart Phoenix on Sunday. His flight leaves at 2 p.m. and arrives in New York at 7 p.m., Phoenix time. He is in pay status between 2 p.m. and 5 p.m., but not in pay status, unless he is working, between 5 p.m. and 7 p.m. He should be assigned to work while he is in pay status, but not otherwise. He has worked for 3 hours on Sunday.

State of Arizona Accounting Manual

Topic 50 Travel
Section 10 Travel by Way of Common Carrier

Issued 02/10/20
Page 3 of 7

On Wednesday, he departs New York at 1 p.m. New York time and arrives back in Phoenix 5 hours later. He was in pay status when at the conference and continues to be pay status until 5 p.m. New York time. Since he is in pay status, he should be assigned work, if practicable, while he is in pay status. He should not be allowed to work when not in pay status.

Before departing, he must be advised that his workweek will be shortened by 3 hours when he returns to Phoenix, i.e., his workday will end at 2 p.m. on Friday, rather than 5 p.m., so that his work hours do not exceed 40 hours for the workweek.

Notice that, given the change in time zones, hours are computed using the point of departure.

Since no overtime premium applies, hours worked do not affect those who are exempt from the FLSA overtime premium.

Non-exempt employees are often referred to as hourly employees.

3. Except as otherwise specifically allowed, the following expenses are not to be reimbursed:
 - 3.1. Upgraded (e.g., from economy to business or first class) common carrier fares.
 - 3.2. Priority boarding charges.
 - 3.3. Common carrier fares related to personal travel.
 - 3.4. Common carrier fares related to commuting.
 - 3.5. Cancellation fees and penalties incurred for personal reasons.
 - 3.6. Charges related to baggage, whether checked in or carried on, containing personal effects in excess of the following:
 - 3.6.1. One (1) piece of luggage for trips of three (3) or fewer days.
 - 3.6.2. Two (2) pieces of luggage for trips of more than three (3) days.
 - 3.7. Charges related to overweight baggage containing personal effects.
 - 3.8. Charges related to seat selection (e.g., window or aisle, row or section).
4. "Flight insurance" may or may not be reimbursed, depending upon what is meant by the term.
 - 4.1. Flight insurance that is in fact traveler life insurance is not to be paid or reimbursed to a traveler by the State.

State of Arizona Accounting Manual

Topic 50 Travel
Section 10 Travel by Way of Common Carrier

Issued 02/10/20
Page 4 of 7

- 4.2. Agencies may pay or reimburse, if approved in advance by agency management and done so for the convenience of the State rather than that of the traveler, a reasonable premium related to the purchase of flexible flight indemnification, which is also at times called flight insurance in the airline industry.
 - 4.2.1. Flexible flight indemnification allows a traveler to make changes to the date and time of one's flight before its departure.
 - 4.2.2. A reasonable cost of such a premium, which generally is reflected by an increase in the ticket price rather than as a separate charge, is no more than fifteen percent (15%) of the price of the airfare without such a premium.
 - 4.2.3. Agency management shall allow the payment of a flexible flight premium only when booking far in advance and it is in the interest of the agency, not necessarily in the interest of the traveler, to do so.
 - 4.2.4. Instead of flight insurance, if there is considerable doubt about the scheduling of a traveler's departure and return, it may be advisable to purchase separate departure and return tickets rather than purchasing a round-trip ticket. The cost of changing or cancelling one ticket may be less expensive than changing or paying insurance on a round-trip ticket.
5. Receipts are required for the employee to be reimbursed for common carrier fares and related baggage charges.
6. When practicable, common carrier fares should be prepaid using the agency's central travel account (CTA).
 - 6.1. All travel should be conducted using the least expensive reasonable alternative. In the case of common carriers, this means that, for conducting the business of the State, economy fares can be reimbursed; first class or its equivalent shall not be reimbursed except as otherwise provided and properly approved. All such determinations and approvals must be properly documented and retained for audit and inspection.
 - 6.1.1. Travelers and those booking travel arrangements need to investigate all the costs that may apply to common carrier, particularly airline fares. Some airlines that publish very low fares often make up for this advertised economy by adding any number of additional charges and fees, such a fee for carry-on luggage, etc. All costs should be considered when determining the most economical for the State. Travelers and those booking travel arrangements need to be cautious as some of these ancillary costs might not be reimbursable.
 - 6.2. A traveler may upgrade to a higher class of travel—or make other arrangements, such as a seat selection, for which there is a charge—at his own expense.

State of Arizona Accounting Manual

Topic 50 Travel
Section 10 Travel by Way of Common Carrier

Issued 02/10/20
Page 5 of 7

- 6.3. Should a traveler decide to upgrade to a higher class of travel at his own expense, he must prepay the entire common carrier fare and then, at the conclusion of the trip, be reimbursed for travel at what would have been the economy fare.
- 6.4. A traveler may be reimbursed by the State when upgrading to a higher class of travel when:
 - 6.4.1. Suffering from some condition recognized by the ADA that requires such an upgrade.
 - 6.4.2. Obesity requires either an upgrade to a higher class or the purchase of two (2) lower class fares, in which case the less expensive of the alternatives is to be chosen.
- 6.5. A common carrier fare paid by an employee using his own payment card or other means of personal payment (e.g., his personal credit card, his personal debit card, or his Employee Travel Card) will not be reimbursed until the trip has been completed.
7. All travel conducted by common carrier should be approved in advance by agency management.
8. The travel times, means and methods of travel selected should always be those most convenient, economical, effective and efficient for the State.
9. Payments for common carrier travel shall be based upon the actual cost incurred, not the amount that would have been reimbursed had the traveler used a privately-owned vehicle.
10. When funding for travel is provided by a Federal grant, the traveler must use a U.S. carrier, except when:
 - 10.1. The use of a U.S. carrier would extend travel time (including delay at origin) by twenty-four (24) or more hours.
 - 10.2. U.S. carriers do not offer non-stop or direct service between the origin and destination.
 - 10.3. The costs of travel are fully reimbursed by certain third parties such as foreign governments or international organizations.
11. Costs incurred when traveling to and from common carrier terminals (i.e., airports, train stations and bus stations) using the most reasonable, customary and economical means are reimbursable.
 - 11.1. One of the following in each direction will be reimbursed:

State of Arizona Accounting Manual

Topic 50 Travel
Section 10 Travel by Way of Common Carrier

Issued 02/10/20
Page 6 of 7

- 11.1.1. Use of a privately-owned vehicle (driven by the traveler) and terminal parking (see SAAM 5095), or
- 11.1.2. Two (2) round trips using a POV between the traveler's home or duty station and a common carrier, or
- 11.1.3. Fares for one (1) round-trip (which is to say one trip to the terminal and one trip back to one's home or duty post) between one's home (or duty post) and a common carrier terminal for a:
 - 11.1.3.1. Taxicab, or
 - 11.1.3.2. Limousine, or
 - 11.1.3.3. Rideshare, or
 - 11.1.3.4. Shuttle.
- 11.2. A traveler may be reimbursed for two (2) round trips between one's home and a common carrier terminal when the traveler is dropped off and picked up by a family member, friend, acquaintance, etc. The reimbursement will be made directly to the traveler and any settlement between the traveler and his friend or acquaintance is to be made by the traveler.
- 11.3. The two trips do not have to be made using the same mode of transportation. For example, the trip to the terminal can be made using a privately owned vehicle of a family member or friend, while the trip back from the terminal could be made using a taxicab.
- 11.4. If multiple travelers use the same conveyance, e.g., they ride together in the same taxicab, only one fare, which generally means only one traveler, the one who paid the fare, can be reimbursed. In cases when the fare has been split, each payer may be reimbursed for his share of the fare. One cannot be reimbursed for things for which he has not paid.
- 12. Reimbursement for terminal parking is limited to the lowest available daily rate for uncovered, long-term parking at a lot providing shuttle service to and from the terminal. The reimbursement amount is not to exceed any rate then in effect that may be prescribed by SAAM for a given location (See SAAM 5095).
- 13. A train or a bus may be used instead of an airplane when:
 - 13.1. It is convenient and economical to do so and additional travel time while in pay status does not result, or
 - 13.2. Under other circumstances, which are properly documented, may require it.

State of Arizona Accounting Manual

Topic 50 Travel
Section 10 Travel by Way of Common Carrier

Issued 02/10/20
Page 7 of 7

14. A traveler may use a POV for personal reasons even though travel by common carrier would be the most economical and efficient. In such cases, the cost of meals, lodging, parking, mileage, tolls, taxis and ferries incurred to and from the destination may be reimbursed. However, such reimbursements shall not exceed the cost of airfare, based on the lower of the regular economy fare available for the location of travel from a standard commercial air carrier, plus transportation costs to and from the airport terminals.
 - 14.1. Unauthorized persons are not to drive or be transported as passengers in vehicles used for State business. (See SAAM 5015 for those individuals authorized to operate or be transported in a vehicle driven for State business.) Transporting unauthorized personnel in a vehicle operated for State business will disqualify a traveler with respect to mileage and other reimbursements (such as rental fees, fuel, etc.).
15. When Federal funding is used to pay for air travel, the rules of the Fly America Act (<https://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode=USCODE>) apply. In general, only U.S. carriers must be used unless:
 - 15.1. The use of a non-U.S. carrier would extend travel time (including any delay at the point of origin), by twenty-four (24) or more hours, or
 - 15.2. U.S. carriers do not offer non-stop or direct service between the point of origin and the destination apply (some additional complex rules apply; see the Fly America Act as part of the U.S. Code at the website listed above), or
 - 15.3. The cost of the airfare is fully reimbursed by certain third parties, such as foreign governments or international agencies.



State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by
Individually Operated Motor Vehicle

Issued 11/23/20
Page 1 of 14

INTRODUCTION

Traveling for the State is frequently conducted using automobiles, vans, light trucks, etc., which means that a knowledge of State Travel Policy as it applies to motor vehicles is critical for efficient and economical agency operations. Motor vehicles used by State travelers may be owned or supplied by the traveler (privately owned vehicles, POVs), owned or supplied by the State (State owned vehicles, SOVs), or leased or rented from a commercial enterprise (commercially rented vehicles, CRVs).

A motor vehicle provided by, but not necessarily owned by, the ADOT Motor Pool or any statutorily authorized agency motor pool is referred to as a “fleet vehicle” or “fleet provided vehicle” (FPV).

It is to be noted that the variety of vehicles and vehicle-related arrangements available to State travelers expands, contracts and otherwise changes over time; the availability also differs depending upon location.

It is in the interest of the State to operate as efficiently, effectively and economically as possible under the circumstances. This means, among other things, that vehicular equipment in which the State has an investment should be used unless it is demonstrably inefficient, ineffective and uneconomical to do so. Simply put, the use of an SOV or FPV is preferable to the use of a CRV in-state or a POV in most circumstances and the justification for an agency’s allowing the use of a POV must be documented. Though certain medical conditions might prevail, an employee’s mere preference for using his POV is not a factor to be considered when the trip is to be subsidized by the State.

All travel for the State should be conducted as reasonably economically as possible under the circumstances. See SAAM 5005 for more information on this subject.

Additional information related to this subject can be found in SAAM Sections 5060 and 5061.

POLICIES

1. General.

- 1.1. The use of an SOV or FPV to conduct State business is obligatory whenever economically and operationally practicable.

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 2 of 14

Individually Operated Motor Vehicle

- 1.2. Agency management and supervisory personnel are responsible for determining:
 - 1.2.1. The type of individually operated motor vehicle arrangements—SOV, POV, CRV or FPV—that are to be arranged or allowed for each trip or type of trip. Agency management and supervisory personnel must, to the extent economical and practicable, favor the use of an SOV or FPV to conduct State business.
 - 1.2.2. That the types of vehicles used by their personnel to conduct State business comply with State policy.
- 1.3. State policy requires utilizing the least expensive type of vehicle that meets the requirements of the trip in terms of the number of occupants, duration of the trip, terrain to be traveled, use to which the vehicle will be put, etc. This determination is to be made taking into account all the costs involved in each trip or type of trip.
- 1.4. The traveler's personal preferences are not to be considered in the determination of which type of individually operated motor vehicle should be selected to conduct State business.
- 1.5. Any person operating a motor vehicle on State business must possess a valid driver's license (viz., one issued by the State of Arizona and in compliance with all Arizona laws, rules and regulations) suitable for the type of vehicle being operated. This license must be current, unexpired and neither revoked nor suspended.
- 1.6. Before authorizing travel or approving a travel claim that includes travel by a POV, SOV, CRV, or FPV, the traveler's supervisor or manager may request to inspect a traveler's driver's license.
- 1.7. The following guidelines apply to the use of SOVs, POVs, CRVs and FPVs used for in-State travel:
 - 1.7.1. If an agency has available, assigned FPVs or is within five (5) miles of the Capitol Mall:
 - 1.7.1.1. A POV may be used for round-trips of fifty (50) or fewer miles, but the use of an available SOV, CRV or FPV would generally be preferred.
 - 1.7.1.2. An SOV, CRV, or FPV should be used for round-trips of more than fifty (50) miles.
 - 1.7.2. If the agency does not have an available, assigned FPV or is five (5) or more miles from the Capitol Mall:
 - 1.7.2.1. A POV should be used for round-trips of one hundred (100) miles or less.
 - 1.7.2.2. An SOV, FPV or CRV should be used for round-trips of more than one hundred (100) miles.

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 3 of 14

Individually Operated Motor Vehicle

- 1.7.3. If travel by an individually operated motor vehicle involves the use of a vehicle while the traveler will spend any time in travel status (i.e., fifty (50) or more miles from both home and duty post), the use of a POV requires that, if the traveler holds the position less than that of assistant director or its equivalent, the traveler's supervisor or manager certifies that no SOV, CRV or FPV is available for use. This certification is to be made using the Form GAO-520, *Authorization to Use a Privately Owned Vehicle for State Business*.
- 1.7.3.1. If applicable, a fully executed Form GAO-520 must be attached to the traveler's claim for mileage reimbursement.
- 1.7.3.2. Failure to attach a fully executed Form GAO-520 to a traveler's claim for mileage reimbursement when the form is required will prevent a traveler from being reimbursed for mileage.
- 1.7.4. A board member, whose duty post is, by statute or rule, his home may use his POV for State travel, including travel between his home and board meetings, and is to be reimbursed for POV usage under any circumstances. A Form GAO-520 is not required.
- 1.7.5. The use of a POV to conduct State business is allowed whenever the distance to be traveled by POV to pick up and return from dropping off an SOV, FPV or CRV equals or exceeds the State travel for which SOV, FPV, or CRV is to be used.

Example 1: An agency has no available FPVs at a given site. An agency employee requires the use of an automobile to conduct State business. The distance from the agency site at which the State business is to be conducted is 4 miles. The nearest location at which an SOV is available is 5 miles from the agency site and is located in a direction opposite from where the State business is to be conducted. The employee would have to drive his POV 5 miles to acquire an SOV, then drive 9 miles (the 5 miles between the agency and where the SOV is to be picked up and the place where the State's business is to be conducted) to conduct State business. This mileage is to be doubled to return the SOV and for the employee to get back to his agency's site using his POV. A trip that would have required 8 miles of POV usage instead resulted in 10 miles of POV usage and 18 miles of SOV usage. Not even considering the employee's time, use of the POV would have been more efficient and economical.

Example 2: An agency has no available FPVs at a given site. An agency employee requires the use of an automobile to conduct State business. The distance from the agency site at which the State business is to be conducted is 45 miles. The nearest location at which an SOV is available is 5 miles from the agency site and is located on the way to where the State business is to be conducted. The employee drives his POV 5 miles to acquire the SOV and then drives the additional 40 miles to conduct the State's business. Outbound and return, 10 miles are driven using the employee's POV and 80 miles are driven using an SOV. The combined use of the POV and SOV is the most efficient and economical and is, moreover, required by State policy.

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 4 of 14

Individually Operated Motor Vehicle

- 1.7.6. The use of a POV to conduct State business is allowed when urgency is required in attending to an emergency and no facility for acquiring an SOV, FPV or CRV has yet opened.

Example 1: A State employee working for a social services agency that provides emergency care for endangered children receives a call from policy officials at 2 a.m. that they have arrested parents suspected of child abuse. Two children, ages 3 and 5, need to be taken immediately into protective custody by the State. Facilities from which the employee could otherwise acquire an SOV, FPV or even a CRV are not yet open for business. The employee must use his POV to collect the children and take them to a safe facility.

Example 2: An employee whose home and duty post are both in Phoenix must travel to Prescott for a meeting that begins on a Monday at 8 a.m. His agency does not have an SOV or FPV at its permanent disposal. Because of construction on I-17, the traveler must use AZ-87 for the trip. The travel time will be approximately 3½ hours in each direction. The employee, to save the State the money related to staying over in Prescott Sunday night, is willing to leave his home in Phoenix at 4:30 a.m. However, no facility that provides SOVs or FPVs is open that early in the morning. The employee could have his agency arrange for a vehicle to be available before Monday's departure, i.e., acquire the vehicle on Friday for Monday's use. This involves some additional cost to the agency and, if domiciled, some tax consequences for the traveler. If not domiciled, the employee has to unreasonably begin his trip even earlier so that he can travel to his agency to pick up the SOV at the agency before departing for Prescott. Overall, it may be in the best interest of the agency, the State and the traveler for him to use his POV to make the trip.

- 1.7.7. The use of a POV is allowed when the extended use of an SOV or FPV for a certain purpose would impose significant operational difficulties upon an agency.

Example: A State employee who works and lives in Kingman is required to take a week's training in Tucson. Because of the distance between Kingman and Tucson, the employee will be staying in Tucson for the entire week of training. The agency for which the employee works has one FPV assigned to it and it is used by all agency employees at its Kingman location. If the employee uses the FPV assigned to the agency's Kingman location, operations there will be significantly hampered. It is in the best interest of the State that the employee use his POV to travel to, from and while in Tucson.

- 1.7.8. The use of a POV is allowed when the cost to rent a CRV is materially greater than the cost related to the use of a POV and when no SOVs or FPVs are available.

Example: There are no SOVs or FPVs readily available at a remote agency location. There is, however, a car rental company under contract with the State does have a facility in reasonable proximity to the agency location—close enough that the rental car company will deliver a car to the agency location. The cost to rent a car is \$35 per day. The business that must be conducted by the agency involves a round trip of 16 miles. The reimbursement to an employee for using his

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 5 of 14

Individually Operated Motor Vehicle

POV to make the trip is \$7.12. It is in the economic interest of the State that the employee use his POV if he is amenable.

1.7.9. Although not individually operated motor vehicles, intra-city buses or light rail trains should be considered when reasonable under the circumstances. Matters such as employee time and safety are to be taken into consideration before this option is selected.

1.7.10. Though not a vehicle operated by an authorized State driver, a taxicab or rideshare may be used when no other means of transportation is available.

2. SOVs, FPVs and, as indicated, CRVs.

2.1. An SOV, an FPV or a CRV may only be used for official, authorized State business.

2.2. Anyone operating an SOV, an FPV or a CRV must comply with the directives of ADOA Risk Management, including the acquisition and submission of a Motor Vehicle Record.

2.2.1. When the best interests of the State require, an SOV or FPV may be used to commute to and from an employee's home. Such circumstances involve:

2.2.1.1. The necessity of providing security for an SOV or FPV when State-owned facilities are not reasonably available because of distance, hours of operation, etc.

2.2.1.2. The employee being on call and required to be available to immediately respond to an emergency.

2.2.2. An SOV or an FPV is not to be used merely as a substitute for one's POV or other means of transportation for commuting, or solely for the convenience of the traveler, or because of the distance between one's home and duty post.

2.2.3. Upon each occurrence of an SOV's or FPV's being used for commuting:

2.2.3.1. The agency is to make an appropriate entry on a Form GAO-88. The completed Form GAO-88 for each pay period is to be forwarded to the agency payroll department.

2.2.3.2. In compliance with IRS directives, an amount (currently one dollar and fifty cents (\$1.50) for each leg of a commute (i.e., three dollars (\$3) for each round trip)) will be reported as additional non-cash taxable income for each occasion upon which an SOV was used for commuting. This amount is neither paid to nor recovered from the employee; it merely adjusts the amount reported as the employee's taxable income to recognize the taxable benefit the employee received for being provided a vehicle for what is personal use (i.e., commuting) of the State's vehicle.

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 6 of 14

Individually Operated Motor Vehicle

2.2.3.2.1. An exception to the requirement to file a Form GAO-88 exists with respect to clearly marked police, fire or public safety officer vehicles when the employee operating the vehicle must always be on call and the agency head requires that the driver use the vehicle for commuting. Personal use of the vehicle must be prohibited.

2.2.3.2.2. An exception to the requirement to file a Form GAO-88 exists with respect to unmarked law enforcement vehicles when personal use by the employee operating the vehicle supports law enforcement purposes and the employee is a full-time law enforcement officer authorized to execute warrants, to make arrests, and to carry (and regularly does carry) firearms.

2.3. SOVs, FPVs and CRVs are to be used only for transporting those performing or in the custody of one performing authorized official business for the State; such individuals include:

2.3.1. State employees.

2.3.2. Interns.

2.3.3. Volunteers.

2.3.3.1. Volunteers may ride in an SOV, FPV or CRV, but must first register with State Risk Management.

2.3.3.2. Volunteers are covered for liability purposes, but not for Workers' Compensation.

2.3.3.3. Volunteers are directed to <https://staterisk.az.gov/insurance/volunteers> for additional guidance.

2.3.4. Contractors.

2.3.4.1. State Risk Management permits, but does not recommend that, contractors operate or ride in an SOV, FPV or CRV.

2.3.4.2. Agency heads, however, may make a business decision and decide to allow contractors to operate or ride as passengers in an SOV or FPV.

2.3.5. Prisoners, as passengers, in the custody of law enforcement or correctional officers.

2.3.6. As passengers, children or students required to be in the custody of a State employee in furtherance of the employee's duty.

2.3.7. As passengers, others who may be necessary to effect State business. Authorization for such use must be in writing and come from an agency head.

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 7 of 14

Individually Operated Motor Vehicle

- 2.4. Travelers using SOVs or FPVs should not normally personally incur many or significant expenses related to the actual operation of SOVs or FPVs.
 - 2.4.1. Travelers should follow the procedures set forth, as applicable, by their agency or ADOT Fleet Management Policy for fuel, service and minor repair expenses.
 - 2.4.2. Certain minor expenses incidental to the use of SOVs and FPVs, such as tolls and parking, will be reimbursed to employees by way of travel claims or employee expense reimbursement requests.
- 2.5. Employees or officers who are assigned SOVs or FPVs and use the SOVs or FPVs for commuting (as might be the case when the employee or officer, though off duty, is on call, or when the employee or officer's duty post is fairly extensive and remote) will be required to include an amount in income as a taxable fringe benefit.
 - 2.5.1. Agencies are required to identify employees or officers subject to the tax on the fringe benefit and report the appropriate information to the agency's payroll department.
 - 2.5.2. Contractors, interns and volunteers may not use SOVs or FPVs for commuting.
- 2.6. The use of SOVs or FPVs in Mexico requires:
 - 2.6.1. The authorization of the agency head, and
 - 2.6.2. Special insurance. Refer to the ADOA Risk Management website at www.staterisk.az.gov, select "Insurance," and then select "Mexico" for additional information.
 - 2.6.3. The operator to be a State employee.
- 2.7. Review ADOT Fleet Management Policy and Arizona Administrative Code R2-15 for rules involving the use of State Fleet vehicles.
- 3. POVs.
 - 3.1. A traveler may be allowed, but not required to, use a POV for official State business if it is the most cost effective mode of travel when all considerations, including employee time, are taken into account. When used, the cost of operating a POV should be less than using an SOV, an FPV, a CRV, a taxi, or other means of transport.
 - 3.2. The POV motor vehicle mileage reimbursement rate is used to calculate the reimbursement of expenses. Actual expenses of operating a vehicle (gas, oil, repairs,

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 8 of 14

Individually Operated Motor Vehicle

etc.) may not be reimbursed. Incidental expenses related to the use of a POV (tolls, parking, etc.), may, however, be reimbursed.

- 3.3. The cost of commuting between a personal residence and a regular duty post is generally not to be reimbursed, regardless of the distance. This is true even when the commute occurs on weekends, holidays or other days upon which the employee is not regularly scheduled to work. However, travel between duty posts is reimbursable. Commuting is more extensively covered in SAAM 5061.
- 3.4. Any driver operating a POV on State business must possess liability insurance meeting the State's minimum coverage requirements.
- 3.5. Except as otherwise provided (special limitations, discussed elsewhere, may apply to telecommuters or others whose homes are their duty posts), reimbursement for travel by POV is allowed for travel on official business on the most practical direct route from one business destination to another as follows:
 - 3.5.1. Between a traveler's regular duty post and a temporary duty post.
 - 3.5.2. Between a traveler's regular duty post and another regular duty post.
 - 3.5.3. Between a traveler's personal residence and a temporary duty post (less an amount for normal commuting miles).
 - 3.5.4. Between temporary duty posts.
 - 3.5.5. Between a traveler's personal residence and a common carrier terminal (or a parking facility servicing a common carrier terminal) as follows:
 - 3.5.5.1. One (1) round trip, when the vehicle is parked at the terminal (or a parking facility servicing a common carrier terminal) for the duration of the trip; or
 - 3.5.5.2. Two (2) round trips, when the traveler is driven to and picked up from a common carrier terminal; or
 - 3.5.5.3. One (1) round trip when a POV is used for one (1) leg of the of the round-trip and some other means of transportation—such as a taxi, rideshare, shuttle, etc.—is used for the other leg.
 - 3.5.5.4. Only one (1) person, the person who incurred the cost (or the person whose family member or friend provided the transportation) may be reimbursed for each leg of the trip; this is true even when more than one person was traveling as a passenger in the same vehicle.

State of Arizona Accounting Manual

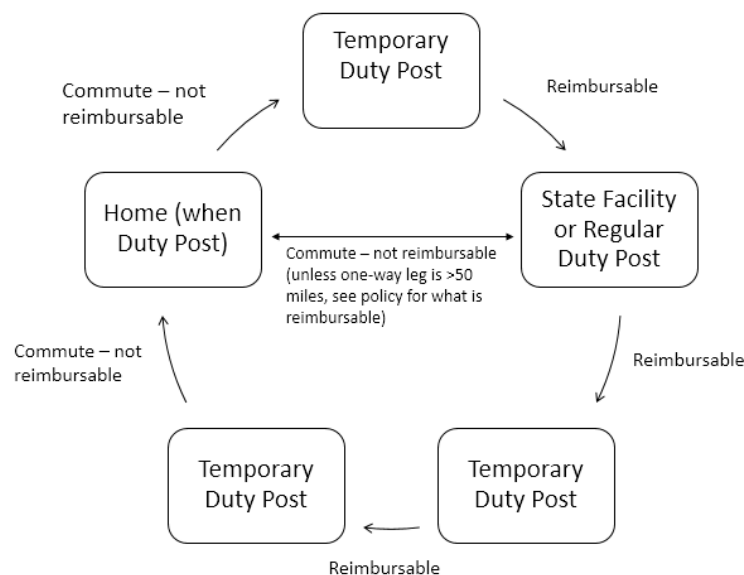
Topic 50 Travel
Section 15 Travel by

Individually Operated Motor Vehicle

Issued 11/23/20
Page 9 of 14

- 3.6. Reimbursement is limited to the business miles traveled using the most practical 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 a traveler's personal residence and a temporary duty post.
- 3.6.1. This exclusion for commuting miles is based on one (1) roundtrip between home and regular duty post each day.
- 3.6.1.1. When one's personal residence is their regular duty post or one has multiple duty posts that include their home, the commute mileage is based on the distance from home to the first temporary duty post where official State business is conducted and from the last temporary duty post where official State business is conducted back to home. Temporary duty posts can be a state facility, a location where an inspection, training, audit, or visit is made, or other location where official state business is being conducted. The temporary duty post may have a physical address or consist of a mile marker or geographical coordinates depending on the circumstances. The starting and ending commute distances may be the same or vary based upon the locations of the temporary duty posts to one's personal residence. (See Mileage Reimbursement with Home Duty Post diagram below.)
- 3.6.2. Commuting miles must also be deducted on weekends, holidays or other days upon which a traveler might not ordinarily work. Commuting miles must be deducted regardless of the time of day.

Mileage Reimbursement with Home Duty Post diagram:



State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 10 of 14

Individually Operated Motor Vehicle

- 3.7. When one is a telecommuter or one's regular duty post is one's personal residence, one (1) daily roundtrip commute between one's home and any State-owned or State-occupied facility is reimbursable only to the extent that each one-way leg of the roundtrip exceeds fifty (50) miles.
- 3.8. A week-by-week daily travel log should be maintained by the traveler to document business mileage. Mileage should be recorded and reported to the nearest whole mile using the 5/4 rounding convention.
 - 3.8.1. The vehicle's odometer reading should be used to determine allowable business mileage and documented in the daily travel log.
 - 3.8.1.1. If odometer readings are not available, map mileage may be used for distances between cities and towns.
 - 3.8.1.2. The use of Internet mapping programs to determine map mileage is permissible provided that a printout of the mapping program's output showing the addresses of the origin and destination and the mileage calculation is included with the travel claim.
 - 3.8.2. The travel log should include the complete address for the location from which one departed and the destination at which one arrived. General locations or destinations such as "Phoenix" or "Tucson" are not acceptable.
 - 3.8.2.1. A major intersection, if it lies within one-half (1/2) mile of one's domicile, may be used in lieu of one's home address. This practice is allowed merely to protect, as may be desired or required by statute, one's personal information; it is not to be used to increase one's reported mileage or requested travel reimbursement.
 - 3.8.3. The daily travel log used to substantiate business miles on a travel claim must be maintained by the traveler for audit purposes or attached to the travel claim.
- 3.9. If a traveler has no regular duty post, all travel within a fifty (50) mile radius of one's residence is considered commuting.
- 3.10. If a traveler driving a POV on State business 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.
 - 3.10.1. If the liability arising from the accident exceeds the limits of the traveler's insurance coverage, the State's self-insurance program will cover the excess, if the traveler was acting within the course and scope of his employment.
 - 3.10.2. If a traveler driving a POV on State business is involved in an accident, regardless of who is at fault, the State will not reimburse the traveler for any damage to the POV.

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 11 of 14

Individually Operated Motor Vehicle

- 3.11. In computing mileage for reimbursement, mileage is to be rounded to the nearest mile, per trip, using the 5/4 rounding method.
- 3.12. A traveler may use a POV for personal reasons even though air travel would be the preferable and more economical means of transportation. The cost of meals, lodging, parking, mileage, tolls, ferries, etc., incurred to and from the destination may, within the limits described below, be reimbursed.
- 3.12.1. Such reimbursement is limited to the cost that would have been incurred had air travel been selected (based on the lowest available regular economy fare, booked reasonably in advance, for the destination from a commercial air carrier, plus local transportation costs to and from airport terminals).
- 3.12.2. Any reimbursement for meals and lodging using a POV in lieu of air travel is limited to the amount that would have been incurred had travel been accomplished by airfare. Such reimbursements may not exceed the reimbursement limits related to meals, lodging, incidentals and mileage in effect at the time and published in SAAM 5095.
- 3.12.3. When an employee chooses to use a POV to transport his family, he will not be reimbursed for any travel costs beyond the meal and lodging costs he would have incurred had he used air travel.
- 3.12.4. When an employee chooses to use a POV to transport his family, he will not be considered to be traveling on State business; his time is to be recorded as annual leave; neither he nor his family will be covered by State provided collision or liability insurance.
- 3.13. The use of POVs in Mexico requires special insurance. Refer to the ADOA Risk Management website at www.staterisk.az.gov, select "Insurance," and then select "Mexico" for additional information.
- 3.14. Irrespective of other directives contained herein, an employee shall be allowed to use his POV when that POV has been specially equipped to accommodate his medical or physical conditions (e.g., the employee's automobile has been equipped with hand operated brakes, a wheelchair lift or ramp, or a device for attaching a wheelchair to a vehicle, etc.). This fact is to be disclosed on the related Form GAO-520.
- 3.15. An employee's use of his POV to conduct State business when not authorized by State policy and agency management will not be reimbursed.
- 3.16. An employee cannot be required to use his POV to conduct State business.
4. Commercially Rented Vehicles (CRVs).

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 12 of 14

Individually Operated Motor Vehicle

- 4.1. A traveler may use a CRV for official State business if it is the most cost effective, the most economical or, particularly when out-of-state, the only practical and available means of travel.
- 4.2. When practicable, a traveler's use of a CRV should require agency pre-approval. This pre-approval may come from the agency head or his delegate. Before authorizing the use of a CRV vehicle, an agency should consider the necessity, advisability and cost of providing this type of transportation to conduct State business.
- 4.3. Whenever practicable, CRVs should be rented from those vendors on State contract. This will qualify the renter for State rates. Moreover, these rates include the cost of CDW insurance (which is not to be purchased separately with either in-State or out-of-State vehicle rentals under this contract).
 - 4.3.1. To reserve or rent a vehicle at the State rates (which include CDW coverage) use the State contracted rental vehicle provider(s).
- 4.4. When traveling within the borders of the State of Arizona:
 - 4.4.1. It is generally economically advisable to arrange for an FPV or SOV, or to authorize the use of a POV, before contracting a CRV.
 - 4.4.2. The use of a CRV should be authorized only when a fleet vehicle or State-contracted vehicle is unavailable and:
 - 4.4.2.1. The estimated POV reimbursement rate would exceed the cost of the rental vehicle for the contemplated trip, or
 - 4.4.2.2. The employee does not have access to a reliable POV or the employee is for any reason unwilling to use his POV.
 - 4.4.3. The ADOT Fleet Management Office should be contacted to arrange all in-state CRV rentals. Out-of-state CRV rentals should be arranged by the traveler or his agency with the rental car company facility from which the automobile will be rented.
- 4.5. When traveling out-of-State, it may be necessary, advisable and/or economical to authorize the use of a CRV.
 - 4.5.1. Consideration should involve the cost of the vehicle, the cost of alternative means of transport, and the business needs of the agency.
 - 4.5.2. A CRV should be engaged only when it is necessary to enable or support the accomplishment of the travel's business purpose.

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 13 of 14

Individually Operated Motor Vehicle

4.6. The actual cost—not the POV mileage rate—of motor vehicle rental expenses is reimbursed. To claim the actual cost, receipts of some sort, except as indicated below, must be provided.

4.6.1. The actual cost of CRV rental includes:

4.6.1.1. The rental fee. The traveler should retain the contract or other rental agreement showing the dates of the rental.

4.6.1.2. Gasoline (excluding pre-paid gasoline). Credit card or other receipts are acceptable. Proof of the car rental is required for this reimbursement.

4.6.1.3. Oil. Credit card or other receipts are acceptable. Proof of the car rental is required for this reimbursement.

4.6.1.4. Tolls. Receipts should be collected when available.

4.6.1.5. Parking. Receipts from parking facilities are required. No receipts are necessary for metered parking.

4.6.1.6. CDW coverage for out-of-State vehicle rentals when it is impracticable to rent a vehicle from a vendor on State contract.

4.6.2. No reimbursement is allowed for:

4.6.2.1. Pre-paid gasoline purchased by the traveler related to the use of a rental vehicle.

4.6.2.2. Optional upgrades purchased by the traveler that increase the rental cost, such as a vehicle with satellite radio, GPS, personal accident insurance, personal effects coverage, supplemental liability coverage, etc.

4.6.2.3. CDW coverage for vehicles rented from vendors on State contract.

4.6.3. A traveler should plan to have sufficient time to purchase gasoline for the rental vehicle before returning it to the rental agency.

4.7. When it has been determined that it is in the best interest of the State that State business be conducted using a CRV:

4.7.1. Accepting CDW coverage is not permitted and will not be reimbursed for in-State vehicle rentals or out-of-state rental companies on State contract.

State of Arizona Accounting Manual

Topic 50 Travel
Section 15 Travel by

Issued 11/23/20
Page 14 of 14

Individually Operated Motor Vehicle

- 4.8. Proof-of-insurance cards should be obtained prior to renting a motor vehicle. Cards may be obtained from State Risk Management by agency coordinators and issued to travelers prior to vehicle rental.
- 4.9. The criteria listed immediately below are to be used in establishing reimbursement limitations related to both in-state and out-of-state vehicle rentals.
 - 4.9.1. One (1) or two (2) individuals traveling for one (1) week or less: a compact vehicle.
 - 4.9.2. Three (3) individuals traveling for one (1) week or less: a mid-sized vehicle.
 - 4.9.3. Two (2) or three (3) individuals traveling for more than one (1) week: a mid-sized vehicle.
 - 4.9.4. Four (4) individuals traveling for one (1) week or less: a mid-sized vehicle.
 - 4.9.5. Four (4) or more individuals traveling for more than one (1) week: as determined by the agency head or his delegate, taking into consideration economy and the needs of the State.
 - 4.9.6. Other and special circumstances: as determined by the agency head or his delegate, taking into consideration economy and the needs of the State.
- 4.10. The use of rental vehicles in Mexico requires:
 - 4.10.1. The approval of the auto rental agency, and
 - 4.10.2. Special insurance. Refer to the ADOA Risk Management website at www.staterisk.az.gov, select "Insurance," then select "Foreign Travel" and then "Mexico Auto Accident General Information" or "Mexico Claim Reporting Requirements" for additional guidance.



State of Arizona Accounting Manual

Topic 50 Travel
Section 25 Meals and Incidentals

Issued 06/15/20
Page 1 of 10

INTRODUCTION

The cost of meals purchased and consumed while traveling on State business may, up to the limits approved by the JLBC, be reimbursed. The reimbursement rates are not designed to cover the entire cost of meals consumed on the road, but to cover the difference between the cost of a meal of which the traveler might otherwise partake when not traveling for the State and the cost of a meal acquired while traveling for the State.

POLICIES

1. Reimbursement rates for meals are proposed by the ADOA Director, reviewed and approved by the JLBC, and published by the ADOA.
2. Meals, the cost of which are less than or equal to the published limits, may be reimbursed when purchased and consumed in conjunction with official State business.
3. To be eligible for reimbursement, the meal must, except as otherwise provided, be consumed, though not necessarily purchased, while the traveler is in travel status.
 - 3.1. One may purchase a meal before entering travel status that will be consumed while in travel status.
 - 3.2. When one is staying at a commercial lodging facility in connection with an authorized overnight stay or overnight stays involving fewer than thirty (30) days, one may purchase groceries rather than dining out, subject to the following restrictions:
 - 3.2.1 The reimbursement for the purchase of groceries is limited by the same daily geographical maximum reimbursement amount and the policies for all meals including the reduced limits for the day of departure and the day of return.
 - 3.2.2 The reimbursement is to be reduced by any meals, whether or not consumed, provided to the traveler.
 - 3.2.3 All other limitations, such as date of departure and return reductions of reimbursement and the six (6) hour travel status requirement, apply.

State of Arizona Accounting Manual

Topic 50 Travel
Section 25 Meals and Incidentals

Issued 06/15/20
Page 2 of 10

- 3.3. The purchase of groceries or meals to be consumed before or after travel or by those other than the traveler or those in the custody of the state is not reimbursable.
4. To qualify for a meal reimbursement for any day, the traveler must be in travel status six (6) or more hours. This requirement applies to:
 - 4.1. Any meal and to any day of travel.
 - 4.2. Travel involving or not involving an overnight stay.
 - 4.3. In case of travel involving an overnight stay, to both the day of departure and the day of return.
5. To be in travel status, a traveler must be more than fifty (50) miles from both the traveler's residence and his regular duty post.
6. Meals that are reimbursed to a traveler when the travel does not involve an overnight stay or a substantial period of sleep or rest are taxable income to the traveler.
7. Reimbursement for meals may not exceed the lesser of the actual amount paid for the meal and incidentals or maximum meal and incidentals reimbursement rate.
8. The meal reimbursement rate includes the cost of the meal, tax, tip, delivery service, and the cost of transportation between places of lodging or business and places where meals are acquired or consumed, if meals cannot be obtained within a reasonable distance from one's lodging or temporary duty post.

Example: An employee's travel for the State involves an overnight stay. The traveler's daily meal and incidental reimbursement limitation for a given location is \$64. The traveler decides to take a cab from his hotel to a restaurant; the round-trip cab fare between the restaurant and the hotel is \$10. The result is that only \$54 of his meal and incidental rate remains after subtracting the cab fare. So, if the traveler spent \$60 for the day on meals and \$10 for cab fares to and from the restaurant, he could be reimbursed only \$64 for the day and he would be out-of-pocket for \$6 $((\$60 + \$10) - (\$64))$.

Additionally, if a traveler utilizes a delivery service such as Grubhub, Uber Eats, DoorDash, etc. to obtain a delivered meal, the entire cost of the meal including delivery is counted towards the traveler's daily meal and incidental reimbursement limitation. If this same traveler had all three meals delivered for the day, the total limit for meals and delivery could not exceed the reimbursement limitation of \$64 for the day. Any excess above the limitation would be out-of-pocket for the traveler.

9. Although they frequently do so, the amounts allowed for meals and incidentals are not intended to cover the entire cost of meals consumed while in travel status. The amounts, however, are more than sufficient to compensate the traveler for the estimated difference between the cost of a reasonable meal taken on the road and

State of Arizona Accounting Manual

Topic 50 Travel
Section 25 Meals and Incidentals

Issued 06/15/20
Page 3 of 10

the cost of a meal prepared at home or purchased at a cafeteria operating in a State facility.

10. If the traveler does not purchase a meal or the cost of the meal is imbedded in some other cost, the traveler is not entitled to reimbursement for that meal. This restriction applies to all meal reimbursements—full day, partial day, overnight or not, days of travel or return, etc. The amount by which the meal reimbursement is limited is that amount, appropriate to the meal served, for the reimbursement limitation in effect for that day. Situations to which this applies include, but are not limited to meals provided:
 - 10.1. At conferences that are free of cost beyond the registration fee.
 - 10.2. On airplanes and other common carries and are included in the fare.
 - 10.3. To the traveler, without charge, at a State institution.
 - 10.4. On a complimentary basis by the facility at which one is lodged.
 - 10.5. At meetings where a meal is served by those hosting the meeting.
11. Meal reimbursements and the maximum meal and incidentals reimbursement rates are not per diem allowances.
12. Reimbursement rates, rate tables by meal and location are found in SAAM 5095.
13. A single location's reimbursement rate is used for an entire day even if the employee travels to more than one location in the day.
14. For travel involving overnight stays, the following policies shall apply:
 - 14.1. On the day of original departure, the traveler shall, limited by both the twenty-four (24) hour and six (6) hour constraints, be entitled to a reimbursement for actual amounts spent up to seventy-five percent (75%) of the Full-Day Meal Reimbursement Rate of the trip's destination location (i.e., not the place from which the employee originally departed at the beginning of the trip, but where the employee will spend the night).
 - 14.2. On the day of return, the traveler shall, limited by both the twenty-four (24) and six (6) hour constraints, be entitled to a reimbursement for the actual amounts spent up to seventy-five percent (75%) of the Full-Day Meal Reimbursement Rate of the location in which the traveler last stayed the night, prior to returning to his duty post and/or home.
 - 14.3. The seventy-five percent (75%) limitation on the days of departure and return is further constrained by the fact that a traveler must be in travel status for six (6) or more contiguous hours before being entitled to any reimbursement for meals and, moreover, the potential reimbursement is further reduced by the amount, at one

State of Arizona Accounting Manual

Topic 50 Travel
Section 25 Meals and Incidentals

Issued 06/15/20
Page 4 of 10

hundred percent (100%) of that meal's allowance, of any meals provided to the traveler, whether the traveler accepts or consumes the offered meal.

- 14.3.1. When the overnight travel involves an overnight stay of a single night (i.e., the departure occurs on one day and the return on the very next day), A traveler must not claim reimbursement for more than the Full-Day Reimbursement Rate in any period of twenty-four (24) or fewer consecutive hours.

Example: A traveler drives from Phoenix to an evening business meeting in Tucson. His trip began at 5:00 pm, the end of his normal workday in Phoenix. He arrives in Tucson at 6:30 pm. His meeting runs from 7:00 pm until 9:00 pm. He spends the evening in a hotel in Tucson. The next morning, he leaves the hotel in Tucson at 6:30 am to return to work in Phoenix. He arrives at his office in Phoenix at 8:00 am.

His overnight travel involves a single night. The time he spends in travel status over both days of travel is no more than approximately fifteen hours (5:00 pm until midnight on the first day and from midnight until 8:00 am on the second day, less the time it took to travel fifty (50) miles on the outbound trip and a similar amount of time on the return). The total reimbursement he may claim for the entire trip is limited to a full day's meal limit for the higher of the rates that might otherwise apply to the day of departure and the day of return.

- 14.4. On days other than those of return or original departure, that is to say those days between the original departure and the return, on which the traveler is in travel status for the entire day, the meal allowance is based upon the location of that day's destination.

- 14.4.1. A traveler who is provided a meal on the day of departure or return at no additional cost to himself must reduce the reimbursement claimed by the amount appropriate to the meal provided. It is possible that this disqualifies the traveler from any meal reimbursement at all from the State.

Example: A traveler flies from Phoenix to Chicago for a two-day—Tuesday and Wednesday--conference. He leaves for the conference on Monday and returns to Phoenix on Thursday. Assuming the then in effect Full-Day meal and incidentals reimbursement limit for Chicago is \$64, on Monday, he will be entitled to be reimbursed up to 75% of Chicago's Full-Day meal and incidental reimbursement, or \$48.00 ($\$64.00 \times .75 = \48.00). On Tuesday and Wednesday, he may be reimbursed up to 100% of Chicago's Full-Day meal and incidental reimbursement or \$64. On Thursday, he will be entitled to up to 75% of Chicago's Full-Day meal and incidental reimbursement, or \$48.00 ($\$64.00 \times .75 = \48.00). These amounts would be reduced by meals he was provided by others. So, if upon arrival in Chicago, the meeting's host bought him dinner, he would have to deduct \$35.00, the Chicago dinner reimbursement limitation (assuming the then current Chicago reimbursement were \$64.00 and the dinner amount \$35.00), from the amount, he would be allowed to claim. (See SAAM 5095, Paragraph 6, for Full-Day Reimbursement Rates and Rates per Meal.)

State of Arizona Accounting Manual

Topic 50 Travel
Section 25 Meals and Incidentals

Issued 06/15/20
Page 5 of 10

14.5. For travel days involving overnight stays that are neither the day of original departure nor the day of return, a traveler may be reimbursed up to the Full-Day Meal Reimbursement Rates for the applicable date and location, subject to the following:

14.5.1. The Full-Day Reimbursement Rates are limits for actual meal expenses incurred, not a fixed per diem or allowance amount.

14.5.2. A reimbursement of actual expenses incurred by the traveler up to the applicable Full-Day Reimbursement Rate may be claimed, no matter the meal or meals upon which the amounts are spent.

Example: The Full-Day Reimbursement Rate for a given location is \$59. The traveler qualifies for an entire day's reimbursement, up to \$59, whether that amount was spent on three meals, two meals or on an expensive dinner. It must be borne in mind, however, that this is a reimbursement and the amount or amounts claimed must actually have been spent for meals by the traveler. Note that the reimbursement limit must be reduced by any meals provided to the traveler.

14.5.3. The Full-Day Reimbursement Rate shall be reduced by the amount related to any meal provided at an event or otherwise paid for by some entity—including organizations, family, friends, etc.—other than the traveler.

Example: A traveler attends a conference at which lunch is served, without additional cost to the traveler, in a location that has a Full-Day Reimbursement Rate of \$59. The amount of meal reimbursement the traveler may claim is up to \$44 (i.e., the \$59 full-day rate minus the \$15 of the full-day rate that is applicable to lunch for that day's reimbursement limitation). Note that the reimbursement claimed is to be additionally limited to the amount the traveler actually spends on meals.

14.6. A traveler may not claim reimbursement for more than the Full-Day Reimbursement Rate in any single calendar day or in any period of twenty-four (24) consecutive hours. This limitation is of particular significance for overnight trips when the traveler departs one day and returns the next.

14.7. With respect to trips involving overnight travel, when the travel itself begins on one day and ends on another (e.g., the flight or the train trip begins at 11 p.m. on one day and ends at 1 a.m. the following day):

14.7.1. On the original day of departure, a meal reimbursement is allowed only if one is in travel status for six (6) or more hours. The meal reimbursement is additionally subject to the seventy-five percent (75%) meal reimbursement limitation. The original day of arrival, if it involves an overnight stay, qualifies for up to one-hundred percent (100%) of the meal reimbursement (reduced by any meals provided). If this day is also the day of return, it, too, is subject to the seventy-five percent (75%) limitation and the requirement of six (6) or more hours in travel status.

State of Arizona Accounting Manual

Topic 50 Travel
Section 25 Meals and Incidentals

Issued 06/15/20
Page 6 of 10

14.7.2. On the return trip, a meal reimbursement is allowed only if one is in travel status for six (6) or more hours on the day of return (measured from the beginning of the day at the location from which the traveler returns), in which case the traveler may be reimbursed up to the amount of the seventy-five percent (75%) of the full day meal reimbursement limit.

15. For travel not involving an overnight stay:

15.1. The amount of the reimbursement for that meal is restricted to the Single Day Meal Reimbursement Limit or the Extended Day Meal Reimbursement Limit, depending upon the amount of time the traveler is in travel status.

15.2. The amounts of the Single Day Meal Reimbursement Limit and the Extended Day Meal Reimbursement Limit are identified as such in SAAM 5095.

15.3. The Single Day Meal Reimbursement Limit and Extended Day Meal Reimbursement Limit apply:

15.3.1. No matter the travel destination, whether in or out of State, as long as the travel does not involve an overnight stay.

15.3.2. No matter the time of day meals may be purchased or consumed.

15.4. The Single Day Meal Reimbursement Limit applies when the traveler has been in travel status six (6) or more but fewer than twelve (12) consecutive hours.

15.5. The Extended Day Meal Reimbursement Limit applies when the traveler has been in travel status twelve (12) or more consecutive hours.

15.6. The Single and Extended Day Meal Reimbursement limits are reduced by any meals provided to the traveler.

16. As stated, an amount representing meals provided the traveler at no cost to himself reduce the otherwise available daily meal reimbursement limits. In applying this policy, it is necessary to determine the amount of reduction, which is related to the time of day at the location where the meal is provided.

16.1. A meal provided:

16.1.1. Between 12:01 a.m. and 10:00 a.m. in the location where provided is deemed to be breakfast and the amount allowed for breakfast for the day is to be deducted.

16.1.2. Between 10:01 a.m. and 2:00 p.m. in the location where provided is deemed to be lunch and the amount allowed for lunch for the day is to be deducted.

16.1.3. Between 2:01 p.m. and 12:00 midnight in the location where provided is deemed to be dinner and the amount allowed for dinner for the day is to be deducted.

State of Arizona Accounting Manual

Topic 50 Travel
Section 25 Meals and Incidentals

Issued 06/15/20
Page 7 of 10

- 16.2. It is possible that the sum of the allowances for meals provided a traveler certain days exceed the daily allowance. This does not result in the allowance being reduced below zero dollars (\$0); it does mean, however, that no allowance for incidentals is available for the day under consideration.
- 16.3. For travel days without overnight travel, use the Single and Extended Day Meal Reimbursement Limits. Use the meal allocations related to the Phoenix Full Day Meal Rate Amount, SAAM 5095, Paragraph 6, to determine and reductions of these limits for meals provided.
17. Incidentals include such things as laundry, hotel cleaner tips, etc.
18. Tips paid in connection with a meal are considered as part of the cost of a meal.
19. Tips paid to a cab, ride-sharing, or shuttle driver are considered as part of the cost of the cab or shuttle.
- 19.1. SAAM 5026 contains a discussion of appropriate and reimbursable tipping in these situations.
- 19.2. If transportation is to obtain a meal, the cost of the transportation and the related tip reduce the amount available for meal reimbursement.
20. Tips that exceed industry standards will not be reimbursed.
- 20.1.1. The industry standard for tips related to a meal served in a restaurant in the U.S. is between fifteen percent (15%) to twenty percent (20%) of the pre-tax bill.
- 20.1.2. The industry standard for tips related to a meal served in a buffet, fast food or carryout establishment is zero percent (0%).
- 20.1.3. Tips paid in connection with meals provided free or as part of the registration cost (such as at conferences) are not to be reimbursed.
21. For days the traveler is actually traveling (i.e., en route) between regular and temporary duty posts or duty posts and his residence, he may, if otherwise qualified, be entitled to be reimbursed for a meal within the constraints of the Single Day Limit or Extended Day Limit, whichever is applicable.
22. Policies related to meals provided at conferences and seminars are contained in SAAM 5040.
23. Meals satisfying special dietary needs will generally be provided by airlines, conferences, etc., if requested. It is the traveler's responsibility to make, on a timely basis, the necessary arrangements for such special needs. If the traveler's request for a meal satisfying a special dietary need is denied, in order to claim a reimbursement for an expenditure related to a meal that otherwise would have been

State of Arizona Accounting Manual

Topic 50 Travel
Section 25 Meals and Incidentals

Issued 06/15/20
Page 8 of 10

provided without cost to the traveler, the traveler must provide a statement that details and certifies:

23.1. To whom the request was made.

23.2. By whom the request was denied.

23.3. The reason given for the denial.

23.4. The special dietary needs of the traveler that could not otherwise have been accommodated.

24. To determine the correct rate for meals and incidentals, follow the instructions set forth below.

24.1. For travel within the continental U.S.:

24.1.1. Locate SAAM 5095 "Reimbursement Rates."

24.1.2. Locate the "Meals and Incidentals" column.

24.1.3. If the specific city is listed in the table, use the rate applicable to the city in which the meal is taken.

24.1.4. If the city is not listed but the county in which the city is located is, use the rate applicable to the county in which the meal is taken.

24.1.5. If neither the city nor the county is listed, use the default rate listed at the top of every page of the table.

24.2. For travel outside the continental U.S.:

24.2.1. Go to the GAO Website (<https://gao.az.gov/>) and select Travel Information from the Travel Menu.

24.2.2. Click on the link to Current Alaska, Hawaii and Overseas Rates—Lodging and Meal Index, which will take one to the Defense Travel Management Office (DoD).

24.2.3. Find the rates applicable to the appropriate location and time of year.

24.2.4. To determine the allowable reimbursement rates using the DoD website, the following adjustments and computations must be made:

24.2.4.1. Lodging rates, as posted on the DoD website, apply as a room rate without further modification. To these rates may be added any taxes or other charges imposed by local government jurisdictions.

State of Arizona Accounting Manual

Topic 50 Travel
Section 25 Meals and Incidentals

Issued 06/15/20
Page 9 of 10

24.2.4.2. To determine the reimbursement limitations on meals and incidentals in Alaska, Hawaii and out-of-country locations, add the DoD Local Meal Rate (not the Proportional Meal Rate) to the Local Incidental Rate and subtract ten dollars (\$10) from that sum.

24.2.4.3. The breakdown of partial day meals or subtractions for meals provided in Alaska, Hawaii and out-of-country locations can be done using the following percentages of the full-day limitations:

Breakfast	20%
Lunch	25%
Dinner	55%

25. While receipts for meals and incidentals are not required by State policy, they may be required to be submitted or retained for audit by an agency's travel policy.
26. Reimbursement for the purchase of alcoholic beverages or the taxes or tips related to the purchase of alcoholic beverages is prohibited.
27. Unless an agency and/or its employees are granted specific legal authority to do so, State employees may not be reimbursed for purchasing meals for non-State employees.
28. For meals and incidentals relating to travel periods of more than thirty (30) days, refer to the Long-term Travel Topic of SAAM. (See SAAM 5035.)
29. For conferences, conventions and meetings, refer to the Conferences, Conventions and Meetings Topic of SAAM. (See SAAM 5040.)
30. For travel matters relating to non-State employees, refer to the Non-State Employee Travel Topic of SAAM. (See SAAM 5065.)
31. For matters relating to travel advances, refer to the Travel Advances Topic of SAAM. (See SAAM 5052.)
32. A continental breakfast or similar repast served at a conference or other gathering or provided at a lodging establishment at no cost to the traveler constitutes a meal whether or not it contains protein and no reimbursement for breakfast will be allowed when such meals have been provided.
 - 32.1. To qualify as a continental breakfast, a variety of components should be served so that a meal may be assembled from those components. For example, if the range of comestibles provided includes pastries, yogurt, toast, fruit, cereal and the like, a sufficient selection of edibles is available from which a meal can be constructed.
33. A very light snack—consisting of no more than cookies, pastries, candies, coffee, tea, soft drinks, ice cream and/or similar refreshments—provided by the host of meetings or training events does not constitute a meal.

State of Arizona Accounting Manual

Topic 50 Travel
Section 25 Meals and Incidentals

Issued 06/15/20
Page 10 of 10

33.1. A very light snack differs from a meal in that it does not contain a sufficient variety or quantity of edibles from which a meal may be assembled. For example, if only cookies and coffee are served, there is neither the variety nor the volume of comestibles from which a meal can be constructed.

FUSD does not allow full-day reimbursements. Reimbursements are strictly by the eligible meal (breakfast, lunch, or dinner). Itemized receipts must be provided in order to be reimbursed. Receipts must be itemized, show the name of the establishment, date, time, tax, and any tip. If separate receipts are provided by the establishment (first showing itemized purchase, and second showing included tip) BOTH receipts must be turned in.



State of Arizona Accounting Manual

Topic 50 Travel
Section 30 Hotels, Motels and Lodging

Issued 07/29/19
Page 1 of 6

INTRODUCTION

The cost of lodging incurred while traveling on State business may, up the limits approved by the JLBC, be reimbursed. The reimbursement rates are designed to provide suitable and safe, but not luxurious, accommodations for State travelers.

POLICIES

1. Reimbursement rates for lodging are proposed by the ADOA Director, reviewed and approved by the JLBC, and published by the ADOA.
2. Lodging, the total cost of which is less than or equal to the published limits applicable to the destination, may be reimbursed or paid by the State when purchased in conjunction with official State business.
3. To be eligible for reimbursement, the lodging must be for a traveler in travel status.
4. To be in travel status, a traveler must be more than fifty (50) miles from both the traveler's residence and his regular duty post.
5. Except in the case of conference lodging (See SAAM 5040.), reimbursement or payment for lodging may not exceed the lesser of the actual amount paid for the lodging or maximum applicable lodging reimbursement rate contained in the Travel Reimbursement Tables. (See SAAM 5095.)
6. The published lodging reimbursement rates are the room rates before taxes and other charges.
7. The following may always be added to the published reimbursement rates to determine the total amount of a lodging reimbursement:
 - 7.1. Taxes imposed by any authority with jurisdiction, such as state and local sales taxes, hospitality taxes, etc.
 - 7.2. Non-discretionary, non-elective unavoidable charges or surcharges a governmental entity may impose for utilities, linens, etc.

Example:

Rack Rate	\$ 95	Limit as shown in SAAM 5095
Actual Room Charge	\$ 90	Hotel Imposed
Tax	\$ 10	Governmentally Imposed
Utility Fee	\$ 5	Governmentally Imposed
Total Hotel Charge	\$105	Total Reimbursable Amount

State of Arizona Accounting Manual

Topic 50 Travel
Section 30 Hotels, Motels and Lodging

Issued 07/29/19
Page 2 of 6

8. The following may never be reimbursed:
- 8.1. Mini-bar charges for alcoholic beverages.
- 8.2. Movies.
9. The following may sometimes be reimbursed, subject to the provisions and limitations outlined below:
- 9.1. Health club charges, if approved in advance by the State Comptroller. The request for approval must be accompanied by a letter, signed by the traveler's physician and on the physician's letterhead, that identifies the specific medical condition that necessitates the use of a such a facility, the regimen to be followed by the traveler, the frequency with which the regimen must be followed, and any alternatives to the regimen that might be substituted. The traveler may, at his discretion, elect not to provide such a letter, but then cannot be reimbursed for health club charges. Approval will not be given for reasons of maintaining general health or fitness.
- 9.2. Hotel Internet, Wi-Fi or hot spot connections, if it can be demonstrated and documented that the Internet needed to be used and was indeed used for State business.
- 9.3. Hotel telephone charges, if it can be demonstrated and documented that the hotel telephone needed to be used and was used for State business and that the charges for which reimbursement is sought were for State business. (For example, a phone call back to the office would be reimbursable, but a phone call home would not.)
- 9.4. Hotel parking:
- 9.4.1. If the trip involves the authorized use of an automobile to conduct State business, hotel parking charges may be reimbursed. In such cases, the parking charges are not added to the rack rate to determine whether the lodging falls within the State's reimbursement limit. Hotel parking may not be reimbursed when a traveler has, in response to his own request, been allowed to use his POV rather than common carrier (e.g., airline) travel to an out-of-state location.

Example when trip involves the authorized use of automobile to conduct State business:

Rack Rate	\$100	Limit as shown in SAAM 5095
Actual Room Charge	\$ 95	Hotel Imposed
Tax	\$ 10	Governmentally Imposed
Parking	<u>\$ 15</u>	Hotel Imposed
Total Hotel Charges	\$120	Total Reimbursable Amount

- 9.4.2. If the trip does not involve the authorized use of an automobile to conduct State business, but the hotel charges for parking as a part of all stays, the amount of

State of Arizona Accounting Manual

Topic 50 Travel
Section 30 Hotels, Motels and Lodging

Issued 07/29/19
Page 3 of 6

the parking charges is added to the rack rate to determine whether the lodging falls with the State's reimbursement limit.

Example when trip does not involve authorized use of automobile to conduct State business:

Rack Rate	\$100	Limit as shown in SAAM 5095
Actual Room Charge	\$ 95	Hotel Imposed
Tax	\$ 10	Governmentally Imposed
Parking	<u>\$ 15</u>	Hotel Imposed
Total Hotel Charges	\$120	EXCEEDS Reimbursement Limit! In this case, the parking of \$15 is added to the room charge of \$95 for an adjusted room charge of \$110, which exceeds the reimbursement limit.

9.5. Health club charges, if hotel health club charges are non-discretionary and always charged by the establishment. However, such charges, when added to the rack rate, may increase the daily hotel charge above the reimbursement rate.

9.6. Resort fees, booking fees, cleaning fees, if such fees are non-discretionary and always charged by the establishment. However, such charges, when added to the rack rate, may increase the daily hotel charge above the reimbursement rate

Example 1:

Rack Rate	\$100	Reimbursement Limit shown in SAAM 5095
Actual Room Charge	\$ 95	Hotel Imposed
Tax	\$ 10	Governmentally Imposed
Resort Fee	<u>\$ 20</u>	Hotel Imposed
Total Hotel Charge	\$ 125	EXCEEDS Reimbursement Limit! In this case, the resort fee of \$20 is added to the room charge of \$95 for an adjusted room charge of \$115, which exceeds the reimbursement limit.

Example2:

Rack Rate	\$100	Reimbursement Limit shown in SAAM 5095
Actual Room Charge	\$ 80	Hotel Imposed
Tax	\$ 10	Governmentally Imposed
Online booking Fee	<u>\$ 30</u>	Online Booking Service Imposed
Total Hotel Charge	\$ 120	EXCEEDS Reimbursement Limit! In this case, the online booking fee of \$30 is added to the room charge of \$80 for an adjusted room charge of \$110, which exceeds the reimbursement limit.

9.7. Charges relating to a hotel mini-bar for non-alcoholic beverages, snacks and other foodstuffs, when these constitute a traveler's meal. These purchases, however, are subject to the limitations for meals and incidentals. (Since these purchases are generally fairly expensive, not much nutrition is available to the traveler for the price paid and the traveler might be well advised to seek other alternatives.)

State of Arizona Accounting Manual

Topic 50 Travel
Section 30 Hotels, Motels and Lodging

Issued 07/29/19
Page 4 of 6

9.8. Room service charges for non-alcoholic beverages and other foodstuffs, when these constitute a traveler's meal. These purchases, however, are subject to the limitations for meals and incidentals. (Since these purchases are generally fairly expensive, not much nutrition is available to the traveler for the price paid and the traveler might be well advised to seek other alternatives.)

10. To be reimbursed for lodging:

10.1. Lodging must be at a commercial establishment, and

10.2. An itemized bill/invoice/statement/receipt from a commercial lodging establishment must be provided.

10.3. The term "commercial establishment" includes any enterprise that offers its services to the public and charges an advertised rate and, thus, includes accommodations offered by online rental services (such as, but not limited to, Airbnb).

10.3.1. In the case of all lodging arrangements, additional fees that may be charged for booking, cleaning, parking, resort and health club facilities, etc., should be reviewed to determine their effect on whether the reservation can be made or, if made, whether the full amount of the accommodations can be reimbursed.

11. When lodging is arranged at a commercial establishment, the lowest available rate (governmental, commercial, corporate, group, event, etc.) should be sought.

12. Lodging may be shared:

12.1. *At the option of State travelers.* Agency management, however, may include the cost of lodging in deciding which employees are to travel on State business.

12.2. *At the option of agency management.* This is true only when the travelers involved are of the same sex.

13. When lodging is shared, reimbursement per person should not exceed the amount that would have been allowed had the lodgers not shared accommodations, i.e., the single room rate (subject to the local reimbursement limit) times the number of travelers. Below are the three accepted methods for requesting reimbursement when lodging is shared by State travelers:

13.1. Each traveler should obtain a separate original lodging receipt for his portion of the lodging cost. The total of the separate 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.

State of Arizona Accounting Manual

Topic 50 Travel
Section 30 Hotels, Motels and Lodging

Issued 07/29/19
Page 5 of 6

- 13.2. At the discretion of the travelers or if the lodging establishment cannot or will not provide separate original lodging receipts, one traveler submits the original lodging receipt and the other traveler(s) must submit photocopies. However, each receipt (both the original and the photocopies) must be marked "Shared Lodging" and must include the names of all travelers sharing the room. Photocopies must be signed by the traveler submitting them, his supervisor and an authorized agency signer. No photocopies will be accepted without these original signatures.
14. When State-reimbursed lodging is shared with a family member, unless the family member is also on State business, the amount of reimbursement shall not exceed the amount that would have been allowed had the traveler been lodging alone, i.e., the total single room rate.
15. To determine the correct rate for lodging, follow the instructions set forth below.
 - 15.1. For travel within the continental U.S.:
 - 15.1.1. Locate the topic of SAAM entitled "Travel Reimbursement Tables."
 - 15.1.2. Locate the "Lodging" column.
 - 15.1.3. If the specific city is listed in the table, use the rate applicable to the city in which lodging occurs.
 - 15.1.4. If the city is not listed but the county in which the city is located is, use the rate applicable to the county in which the lodging occurs.
 - 15.1.5. If neither the city nor the county is listed, use the default rate listed at the beginning of the table.
 - 15.2. For travel outside the continental U.S.:
 - 15.2.1. Go to the GAO Website (<https://gao.az.gov/>) and click on the Travel Info link.
 - 15.2.2. Click on the link to "Out-of-Country/Alaska, Hawaii—Lodging and Meal Index," this will take one to a Department of Defense website.
 - 15.2.3. Under Outside CONUS, Non-foreign Overseas, and Foreign, select the appropriate Country/State from the drop-down menu. The rate that applies to (i.e., limits the amount of reimbursement for) both meals and incidentals for Arizona travelers is the amount shown in the Maximum Lodging column.
16. For lodging relating to travel periods of more than thirty (30) days, refer to SAAM 5035.
17. For conferences, conventions and meetings, refer to SAAM 5040.
18. For travel matters relating to non-State employees, refer to SAAM 5065.

State of Arizona Accounting Manual

Topic 50 Travel
Section 30 Hotels, Motels and Lodging

Issued 07/29/19
Page 6 of 6

19. For matters relating to travel advances, refer to SAAM 5052.
20. Responsibility for payment of cancellation charges with respect to hotel charges depends upon circumstances. If the cancellation results from:
 - 20.1. The agency's decision to postpone or cancel a hotel reservation, the cost of the cancellation is to be borne by the agency.
 - 20.2. The traveler's decision to postpone or cancel a hotel reservation because of:
 - 20.2.1. Serious unpredictable and unavoidable personal reasons (e.g., death in the family, sudden serious illness, significant fire or storm damage to one's home), the cost of the cancellation may, if determined appropriate by the agency head, be borne by the agency.
 - 20.2.2. The traveler's error, mere convenience, or personal reasons that are not serious, unpredictable and unavoidable, the cost is to be borne by the traveler.
21. While such things as room cleaning service tips and baggage storage at hotels are reimbursable, they are incidentals and, as such, are paid from the daily meals and incidentals reimbursement limits (thus reducing the amount available for meals). (See SAAM 5026.)



State of Arizona Accounting Manual

Topic 50 Travel

Issued 04/09/18

Section 40 Conferences, Conventions and Meetings

Page 1 of 2

INTRODUCTION

Conferences, conventions and meetings frequently involve travel and travel related issues such as meals and lodging and are, hence, included in the Travel Topic of SAAM.

POLICIES

1. General guidelines for conferences, conventions, training sessions and meetings.
 - 1.1. Attendance at these events should be arranged to minimize the cost of travel, meals and lodging.
 - 1.2. Participation in such events should be limited to the fewest number of State and non-State personnel needed to effectively accomplish the State's objectives.
 - 1.3. In the case of training, if a large number of personnel are to be trained, an agency should investigate whether it would be more economical and effective to bring the trainer to the students rather than sending the students to the trainer.
 - 1.4. No reimbursement shall be made for recreational or social activities that may be offered in connection with a conference.
 - 1.5. For all meetings, conferences, conventions, and training, other alternatives less costly than travel should be considered. These alternatives include, but are not limited to, webinars, audio conferences, teleconferencing, etc.
2. Non-state (which is to say, those events not hosted by the State) conferences, conventions and meetings.
 - 2.1. Lodging reimbursements related to these events may not exceed the least expensive single room rate published in the conference brochure (or other official publication of the event, such as its website or solicitation correspondence) for the conference designated lodging; this may not necessarily be the host hotel.
 - 2.1.1. At times, other rates, such as government rates, that are lower than the published conference rate, may be available. Those arranging travel related to conferences should always inquire as to the availability of lower rates.
 - 2.1.2. Frequently, accommodations at a lower cost but on a par with the hotels listed in the conference brochure are conveniently located within reasonable walking distance of the event (reasonable walking distance is generally one-half (½) mile,

State of Arizona Accounting Manual

Topic 50 Travel
Section 40 Conferences, Conventions and Meetings

Issued 04/09/18
Page 2 of 2

unless the participant suffers some physical handicap or must deliver bulky or heavy materials or equipment to the event site); those making arrangements should investigate such opportunities to reduce cost.

2.1.3. Non-state personnel, such as contractors, if sent to a conference in connection with State business are, if attendance and travel-related expenses will be paid by the State (no matter the funding source, e.g., a Federal or private grant or award), subject to the same limitations as apply to State employees.

2.2. Reimbursements of meal costs in excess of the regular maximum applicable individual meal rate may be allowed when all of the following are true:

2.2.1. The charge for the meal is not included in the conference fee, and

2.2.2. The meal features a speaker, formal panel discussion or other activity integral to the purpose of the conference, and

2.2.3. The activity takes place and the meal is served on the premises at which the conference is held, and

2.2.4. The cost of the meal that accompanies the presentation or activity is fifty dollars (\$50) or less.

2.2.4.1. To reimburse a cost of more than fifty dollars (\$50), the agency must communicate a request for exception to the State Comptroller. This request must provide complete details of the activity, the amount to be reimbursed and the benefit to the State derived from the claimant's attendance or participation.

3. State (which is to say, those events hosted by the State) conferences, conventions and meetings.

3.1. Agencies that sponsor conferences that include conference-designated lodging should arrange the affairs so that the conference lodging rate does not exceed the maximum lodging reimbursement rate for the conference's location.

3.2. Agencies should, if possible and practical, host events using State-owned facilities.

3.3. Agencies should generally not provide meals at the State's expense unless by so doing the State's business can be conducted more economically than would otherwise be the case.

3.3.1. Documentation must be collected and retained that clearly demonstrates and substantiates a savings for the State.

3.3.2. When the provision of meals can be justified, the cost of a meal should not exceed the regular maximum applicable individual meal rate. Every effort should be made to provide the meals as economically as possible (e.g., submarine sandwiches or pizza instead of more formal three course meals).



State of Arizona Accounting Manual

Topic 50 Travel
Section 55 Travel Claims

Issued 04/30/18
Page 1 of 4

INTRODUCTION

Following the policies outlined below will help to assure that claims for travel reimbursements are paid quickly and correctly.

POLICIES

1. To be considered filed on a timely basis, all travel claims must be filed with his agency by the traveler so they may be entered into the appropriate automated travel claim payment system within two (2) calendar months (plus a day for ease of computation) of the completion of the trip to which they pertain.

Examples: If a trip was completed on February 15, the travel claim must be filed by the traveler so that it can be entered into the appropriate automated travel claim payment system by April 15. If a trip was completed on May 20, the travel claim must be filed by the traveler so that it can be entered into the appropriate automated travel claim payment system by July 20. While calendar months are of varying durations (28, 29, 30 or 31 days), they have the advantage of not requiring calculation on the part of the traveler.

- 1.1. Travel claims that are not filed on a timely basis are delinquent.
- 1.2. If any reimbursements requested on a single travel claim is delinquent, then the entire claim is delinquent.
2. A delinquently filed employee travel claim may not be processed in the normal course of business; refer to SAAM 5056 for processing delinquently filed travel claims.
3. For travel claims, other than those for long-term travel and long-term subsistence:
 - 3.1. To meet these requirements, it is highly recommended that travel claims be filed by the traveler within five (5) business days after the return from travel and no less frequently than once each pay period.
 - 3.2. In all cases, travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
4. Travel claims involving long-term travel and/or long-term subsistence must be filed the earliest of:

State of Arizona Accounting Manual

Topic 50 Travel
Section 55 Travel Claims

Issued 04/30/18
Page 2 of 4

- 4.1. One (1) calendar month of returning from travel, or
- 4.2. One (1) calendar month of the end of each uninterrupted period of three (3) consecutive months of long-term travel and/or long-term subsistence, or
- 4.3. In all cases, if practicable, travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
5. All travel claims are to be submitted in U.S. dollars.
 - 5.1. If foreign currency conversion is required, use the actual exchange rate for each transaction or the average exchange rate for the period during which the travel expenses were incurred.
 - 5.2. To calculate the average exchange rate, add the currency conversion rate for each day of the travel period and divide the total by the number of days in the travel period.
 - 5.3. To obtain conversion rates, use the currency converter found on the GAO website at <https://gao.az.gov/travel/welcome-gao-travel> or other appropriate source (such as the *Wall Street Journal*).
6. Substantiation, as set forth below, of travel expenses claimed is required.
 - 6.1. Travel information including:
 - 6.1.1. Date(s) of travel, including departure time(s) from the traveler's duty post(s) or residence and arrival time(s) at the traveler's destination(s);
 - 6.1.2. Origin(s) and destination(s) of the trip;
 - 6.1.3. The route(s) taken (a route listing from an Internet mapping service showing mileage and route may be attached to the claim);
 - 6.1.4. Purpose of the travel or the benefit to the State derived from the travel;
 - 6.1.5. Amount of each travel expenditure, listed by date and location;
 - 6.1.6. Daily computation of business mileage, if travel involves the operation of a POV on State business;
 - 6.1.7. If applicable, amounts prepaid or centrally billed travel expenses (attach documentation to claim).
 - 6.2. Receipts, in any format or physical form permitted by SAAM 0020, for the following types of expenses must be received and retained by the agency:
 - 6.2.1. All common carrier expenses, including:

State of Arizona Accounting Manual

Topic 50 Travel
Section 55 Travel Claims

Issued 04/30/18
Page 3 of 4

6.2.1.1. Airfare.

6.2.1.2. Interstate/intercity trains (when provided).

6.2.1.3. Interstate/intercity busses (when provided).

6.2.2. All lodging expenses; itemized receipt(s) required.

6.2.3. All car rental expenses; itemized receipt(s) required.

6.2.4. All chartered and rented aircraft expenses, including:

6.2.4.1. Rental.

6.2.4.2. Fuel.

6.2.4.3. Landing, aircraft parking, and other airport fees.

6.2.5. Motor vehicle parking expenses (when such receipts are provided).

6.2.6. All bridge and toll road charges.

6.2.7. All communication expenses.

6.2.8. All other expenses, except those related to local transportation, which individually cost seventy-five dollars (\$75) or more, including any applicable taxes.

6.2.8.1. In the case of local transportation, while receipts are not required, the traveler may elect to provide them.

6.2.8.2. For local transportation costs in excess of seventy-five dollars (\$75) for a given trip, in lieu of a receipt, agency management may require a detailed, written itinerary and an explanation from the traveler justifying the expenses for which reimbursement is sought. For this purpose, local transportation costs for a trip include all of the fares incurred between the departure from until the return to one's duty post or home.

6.3. If applicable, conference or meeting brochures that provide itemized listings of registration fees and other charges as well as whether meals are provided.

6.4. 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.

6.5. If transportation, lodging, conference, or meeting expenses are prepaid by the agency, for additional reimbursements the traveler will be required to submit an

State of Arizona Accounting Manual

Topic 50 Travel
Section 55 Travel Claims

Issued 04/30/18
Page 4 of 4

airline (or other common carrier) ticket or receipt, lodging bill, and conference or meeting brochure with any claim submitted.

7. If the period of travel for which reimbursement is to be claimed covers two (2) different fiscal years, two (2) separate travel claims must be prepared and filed—the first covering all of the expenses incurred through June 30 and the second for all expenses incurred after June 30. This is true even if the charges appear on a single bill, such as one might receive from a hotel.
8. Those who approve travel claims should collectively be able to assert that:
 - 8.1. The travel was for a valid public purpose, and
 - 8.2. Sufficient spending authority exists and existed to pay for the travel, and
 - 8.3. Adequate cash is available to pay the claim, and
 - 8.4. Appropriate documentation exists to support the claim.