



ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

FIN – 6.02 TRAVEL AUTHORIZATION POLICY

Effective: May 31, 2018
Supersedes: FIN-6.02 (12/20/2017)
Responsible Office: Payroll Services
Phone: (602) 712-7496

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2.01 PURPOSE

To supplement the State of Arizona Accounting Manual (SAAM) and provide further guidance regarding the travel policy.

2.02 SCOPE

This ADOT policy is intended to supplement federal and state policy and law. The State of Arizona Travel Policy states the agency can be more restrictive than the state but cannot be less restrictive. This policy highlights where ADOT policy varies from ADOA policy. The ADOA Travel Policy can be found on the ADOA website.

2.03 TRAVEL POLICY

- A. Travel must be only when necessary to conduct state business and must be approved by your supervisor.
- B. ADOT requires itemized receipts for ALL types of reimbursements submitted on the travel voucher for payment.
- C. A state vehicle is required to be used at all times unless documentation can be provided proving that a personal vehicle is the most cost effective method of travel for the state. In the event a personal vehicle is the most cost effective method of travel for the state, a *Personal Vehicle Usage Request Form* must be completed by the traveler and signed by the supervisor before the travel begins. The *Personal Vehicle Usage Request Form* must be attached to the travel voucher when submitting a request for reimbursement to the Payroll Department. Any incurred mileage will not be reimbursed for any unauthorized use of a personal vehicle. A copy of the travelers proof of insurance and driver's license must be attached.
- D. Travel will be automatically charged to the employees default function code and funding source. If an employee is traveling on behalf of another unit then it is permissible to indicate the function code that is associated to that unit on the travel claim. If traveling for a project, that project number and activity code must be recorded on the travel claim.

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- E. Cancellation or late charges (Section 05, 5.2.2)
1. Cancellations and late charges must be approved by the ADOT Controller. This approval will be coordinated by Payroll Services and the reason should be documented and attached to the travel claim.
 2. The traveler will not be reimbursed if the cancellation or late charges were incurred for personal reasons or avoidable. If the charges are approved by the ADOT Controller, Payroll Services will process the travel reimbursement.
- F. With the approval of the employee's supervisor, ADOT will authorize a traveler to extend the duration of domestic travel to include a Saturday night stay over with documentation that the travel is in the best interest of the state and written approval. Documentation must be submitted with the travel claim.
- G. Extending business trips using vacation time may be authorized with a letter or memo to the ADOT Controller clearly documenting an outline of expected travel expenses that will be reimbursed. The traveler will only be reimbursed for business related expenditures. ADOT will reimburse the most efficient and effective travel that is in the best interest of the state and any additional expenses will be the responsibility of the traveler.
- H. An ADOT employee traveling as a passenger outside of normal work hours will be compensated only if it is in the best interest of the state to require the passenger to perform legitimate business for the state.

2.04 CLAIMING TRAVEL IN-STATE VS. OUT OF STATE (Section 05, 5.2.1.1)

- A. An employee traveling within 100 miles of the Arizona border will claim the travel as in-state travel and will be reimbursed at the default rates established for in-state travel.

2.05 CLARIFICATION OF CLAIMING MEALS ON STATE TRAVEL POLICY

- A. Itemized receipts are required for all meals. Any receipt submitted that is not itemized will be viewed as an invalid submission and may not be reimbursed. When receipts (or photo copies of receipts) are attached to the travel voucher for review, the employee (traveler) will not be responsible to keep the receipts for 5 years.
- B. All claims for meals must be for the amount actually spent. A person may NOT claim a per-diem or an allowance. The meal reimbursement rate includes the cost of the meal, tax, tip and the cost spent for transportation between places of lodging or business and places where meals are taken. The amounts allowed for meals are not necessarily intended to cover the entire cost of a meal taken while in travel status. The amounts are generally sufficient to compensate the

traveler for the estimated difference between the cost of a meal taken on the road and the cost of a meal prepared at home or purchased at a cafeteria operating in a State facility.

- C. An employee may purchase and consume groceries while in travel status instead of dining in a restaurant. The employee should record the expense on the day it was consumed. The employee should note the days and meals for which the grocery purchases are intended in the item explanation field of the travel voucher. As long as the purchase does not exceed the allowance for the days and meals indicated, usual reimbursement will be made. Grocery receipts are required to be submitted with the travel voucher.

2.06 LODGING

- A. ADOT travelers can obtain the travel rates by logging on to the ADOA Website.

B. CONFERENCE LODGING

1. If the conference hotel is full (or if the block of rooms reserved for the conference are not available) a person must make every attempt to find a hotel within either the lodging reimbursement rate for the area or within the least expensive single room listed on the conference brochure.
2. If lodging cannot be found at the acceptable rate, submit a written explanation and attach a travel website print out to show lodging rates for the area. For in-state travel, the written explanation should be submitted with the travel claim. For out-of-state travel, the written explanation should be submitted prior to travel.

2.07 AIRFARE

- A. When using the Central Travel Card (Ghost Card) to book airfare, the cost must be taken into account. The travel time and time of day may affect the travel cost. Written documentation with rationale must be provided if the lowest cost is not used. ADTRAV is optional and can be used in arranging airfare. Airfare purchase is permitted with the Employee Travel Card again when it is in the best interest of the state. (Section 51, 11.5) Prior to arranging airfare, employees will need to obtain written supervisor approval stating they are in concurrence with the cost and payment method of the airfare.

2.08 EMPLOYEE TRAVEL CARD

- A. Frequent in-state travelers will have a \$2000 card limit. Requests for higher spending limits should be submitted prior to travel and are set by the ADOT Controller. (Section 51, 11.3.4)
- B. Employee Travel Cards may not be used for ATM Withdrawals. (Section 51, 11.4)

2.09 TRAVEL FORMS

- A. All travel vouchers are to be submitted to Payroll and Travel Services within 10 days from the last date of travel.
- B. Upon review and audit of the travel voucher any missing information or documentation will be requested immediately. The employee (traveler) must respond to the information/documentation request within 5 business days or the entire voucher will be returned to the employee and depending on the dates of travel, a delinquent form may be needed.
- C. Travel forms to be filled out online are found by accessing the ADOTNet by clicking on "Essential Docs", then clicking on "Accounting & Financial", Search by Title "Travel". These forms may be completed online, printed and submitted to Payroll Services. The employee should retain a copy for their records.

2.10 DELINQUENTLY FILED TRAVEL CLAIMS

- A. EMPLOYEES
 - 1. All claims submitted by Employees more than 60 days after returning from travel are considered delinquent and must be submitted with a Delinquently Filed Employee Travel Claim form which can be located at ADOT's intranet page.
 - 2. This form requires the signature of the traveler and the traveler's supervisor or manager and, depending on how late the travel claim is, may require the Director's, CFO's, or the State Comptroller's signatures.
- B. VENDOR AND OTHER NON-EMPLOYEE TRAVEL (Sec 65, 4)
 - 1. All travel claims submitted by vendors, consultants, sub consultants and other non-employees shall follow the state travel guidelines. Invoices submitted with travel claims more than 60 days after returning from travel are considered delinquent. The 60 day limitation is calculated from invoice date to date of travel with the actual employer. In other words, sub tier vendors and consultants will only be considered delinquent relative to their invoice date to prime, not the invoice date that the prime submits.