



# ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

## FIN – 6.02 TRAVEL AUTHORIZATION POLICY

Effective: March 1, 2022  
Supersedes: FIN-6.02 (5/31/2018)  
Responsible Office: Payroll and Travel Services  
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Review Date: March 2024  
Transmitted: March 2022  
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### 2.1 PURPOSE

To supplement the State of Arizona Accounting Manual (SAAM) prepared by Arizona Department of Administration, General Accounting Office (ADOA) and provide further guidance to Arizona Department of Transportation (ADOT) regarding the travel policy.

### 2.2 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 SAAM but cannot be less restrictive. This policy highlights where ADOT policy clarifies or further defines the SAAM policy. The ADOA Travel Policy can be found on the [ADOT Net](#) (ADOT Net, Essential Docs, Travel Documents and Information, Policies) or the ADOA/GAO website.

### 2.3 TRAVEL POLICY

- A. Travel is only permitted when it is in the best interest of the state and necessary to conduct state business. All travel must be approved by your supervisor.
- B. To be in Travel Status, a traveler must be more than fifty (50) miles from **BOTH** the Traveler's residence and regular duty post.
- C. 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. The extended day meal reimbursement limit applies when the traveler has been in travel status twelve (12) or more consecutive hours.
- D. ADOT follows the SAAM policy which covers which itemized receipts are required for reimbursement on the Travel Reimbursement Request eForm.
- E. 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 Reimbursement Request 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.

- F. The use of a rental car requires prior approval. Approval for out of state travel is done in conjunction with the Out of State Travel (OOST) request eForm. In state travels are required to have prior approval by the ADOT Controller. Completed and approved *Vehicle Rental Justification Request* is to be attached to Travel Reimbursement Request.
- G. Travel will be automatically charged to the employee's unit number. If an employee is traveling on behalf of another unit then it is permissible to indicate that unit number on the travel claim. If traveling for a project, that project number and activity code must be recorded on the Travel Reimbursement Request.
- H. 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.
- I. Cancellation or late charges
  - 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 Reimbursement Request.
  - 2. The traveler will not be reimbursed if the cancellation or late charges were incurred for personal reasons or were avoidable. If the charges are approved by the ADOT Controller, Payroll Services will process the Travel Reimbursement Request.

## **2.4 CLAIMING TRAVEL IN-STATE VS. OUT OF STATE**

An employee traveling within 100 miles of the Arizona border will be treated as In-State. For out-of-state locations treated as In-State, use the rates appropriate to the locations. For example, if lodging is in Las Vegas, NV, and Las Vegas is treated as In-State, Las Vegas rates are to be applied.

## **2.5 CLARIFICATION OF CLAIMING MEALS ON STATE TRAVEL POLICY**

- A. Receipts for meals are not required to be attached to the reimbursement request form. If meal receipts are not provided, the employee is required to follow the rules laid out in the State of Arizona Travel Policy, section titled General Travel Principles and Policies. This section states that

documentation related to travel for the State must be maintained in accordance with the Records Retention Scheduled published by LAPR. If meal receipts are provided, the employee is not required to retain copies.

- B. 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 date and cost of each meal for which the grocery purchases are intended on the receipt. 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. SAAM Policy 50-25 covers the different rules that pertain to grocery receipts.

## 2.6 LODGING

- A. ADOT travelers can obtain Travel Rates on the ADOT Net. Rates are located under the Policy tab. Refer to the State of Arizona Travel Policy (ADOA/GAO), 50-95.  
<https://adotnet.az.gov/content/travel-documents-and-information>.
- B. Travelers need to be cognizant of the Hotel Fees/charges. Traveler is to notify the Hotel that they are a State employee and will not be using the resort amenities.
- C. 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 with the least expensive single room rate listed on the conference brochures or the lodging reimbursement rate for the area.
  - 2. If conference lodging cannot be found at the acceptable rate, a GAO-515 form must be completed along with a written explanation and attach website print outs of the lodging rates in the area. This form must be submitted for approval **BEFORE** the travel plans have been completed. The completed form should be forwarded to the Payroll & Travel Services Dept. who will obtain approval from the State of Arizona Comptroller. Approval should be attached to the travel reimbursement before submitting. For out-of-state travel, the written explanation should be submitted with the OOST eForm and the Lodging Charges In Excess Of Policy Limits box should be checked. This will automatically route the OOST eForm request to the ADOT Controller.
- D. AIR BNB
  - 3. Refer to SAAM Policy 50–30.

## 2.7 EMPLOYEE TRAVEL CARD

- A. Frequent in-state travelers will have a \$2,000 card limit. Requests for higher spending limits should be submitted prior to travel and are set by the ADOT Controller.
- B. Employee Travel Cards may not be used for ATM Withdrawals.

**2.8 TRAVEL REIMBURSEMENT REQUESTS**

- A. All Travel Reimbursement Requests are to be entered into the Travel Reimbursement Request eForm system within 10 days from the last date of travel.
- B. Upon review and audit of the Travel Reimbursement Request eForm, if there is any missing information or documentation, the Travel Reimbursement Request will be rejected. An email will automatically be generated and sent to the traveler/submitter informing them of the missing information and documentation that is required in order to complete the reimbursement. The employee (traveler) must provide missing information in order to be reimbursed. Delays may result in delinquent filing requirements.
- C.
- D. Effective 02/01/19 Travel Reimbursement Request eForm is required to be completed online. The form can be located by accessing the ADOT Net, <https://adotnet.az.gov/content/travel-documents-and-information>.

**2.9 DELINQUENTLY FILED TRAVEL CLAIMS**

- A. EMPLOYEES
  - 1. All claims submitted by Employees more than 60 days after returning from travel are considered delinquent. When entering a delinquent reimbursement request eForm response boxes will be required to be completed by the traveler/requestor and notification will be sent to the manager/supervisor and any additional signers. Additional signers include ADOT Director’s, CFO, or the State Comptroller.
  - 2. Additionally, State policy requires that delinquent travel claims be accompanied by completing form GAO-513

<b>Months After Travel</b>	<b>GAO-513 Must be Signed by</b>
More than two (2), but less than three (3)	The Traveler and The Traveler’s Supervisor or Manager
Three (3) or more, but less than five (5)	The Traveler and The Traveler’s Supervisor or Manager and The Traveler’s Agency Head or CFO
Five (5) or more	The Traveler and The Traveler’s Supervisor or Manager and The Traveler’s Agency Head or CFO and The State Comptroller

## **2.10 Vendor and other non-employee travel**

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.