

**INFORMATION BULLETIN NO. 23-01**

DATE: January 10, 2023

TO: Consultant Engineering Firms  
ADOT Project Managers


FROM: Engineering Consultants Section

SUBJECT: State of Arizona Travel Rate Updates

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The State of Arizona travel policy and rates have been updated and are published in the State of Arizona Accounting Manual (SAAM) 5095, *Maximum Mileage, Lodging, Meal, Parking, and Incidental Expense Reimbursement Rates*, located on the GAO's webpage at <https://gao.az.gov/>.

The effective date of the rate increases is January 9, 2023, any costs incurred prior to January 9, 2023 will be reimbursed at the previous approved rates as established in SAAM 5095, issued January 2, 2019.

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