

ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

FIN-6.02 TRAVEL AUTHORIZATION POLICY

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1.1 PURPOSE

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

1.2 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 ADOTNet website (ADOTNet, Essential Docs, Travel Documents and Information, Policies), or the ADOA/GAO website. The travel policies are located in section 50.

1.3 POLICY

A. Travel

1. Travel is only permitted when it is in the best interest of the state and necessary to conduct state business.
 - a. All travel must be approved by the supervisor and some travel requires additional levels of approval, as detailed in this policy.
2. It is the traveler's responsibility to be familiar with all travel policies before traveling to understand what an allowable reimbursement is. In addition to reading and being familiar with ADOT and SAAM travel policies, the traveler should take the Travel Policy

Training (TRVPOL) available in the ADOT Learning and Development Center.

3. To be in Travel Status, a traveler must be more than fifty (50) miles from **BOTH** the Traveler's residence and regular duty post.
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. The extended day meal reimbursement limit applies when the traveler has been in travel status twelve (12) or more consecutive hours.
5. ADOT travelers will use the Eform system Travel Reimbursement Request form to request travel reimbursement, and must follow [SAAM 5055](#) policy guidelines as to which itemized receipts are required for reimbursement.
6. A state vehicle is preferred 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.
 - a. In the event a personal vehicle is the most cost-effective method of travel for the state, a [State of Arizona Privately Owned Vehicle \(POV\) Authorization Form](#) must be completed by the traveler and signed by the supervisor before the travel begins.
 - b. This 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.
7. The use of a rental car requires prior approval.
 - a. Approval for out-of-state vehicle rental is delegated by the ADOT Director to the ADOT Controller.
 - b. The approval is requested on the Rental Vehicle Justification form found [here](#). The approved form is attached to the [Out-of-State Travel \(OOST\) request eForm](#).
 - c. Approvals for in-state vehicle rental requests are reviewed by the Equipment Services Fleet team.
 - d. First, the ADOT employee must submit an [Enterprise Reservation form](#) to this team, which would be reviewed to validate that a suitable Fleet vehicle is not available. Upon confirmation with the Division head and the employee's supervisor the reservation can be made with the State contracted vendor.
8. Travel will be automatically charged to the employee's unit number.
 - a. 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.

9. Extending business trips using vacation time may be authorized with a letter or memorandum to the ADOT Controller, clearly documenting an outline of expected travel expenses that will be reimbursed.
 - a. The traveler will only be reimbursed for business related expenditures.
 - b. 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.
 10. 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.
 - a. 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.
- A. Claiming Travel In-State vs. Out-of-State
1. Any ADOT employee traveling within 100 miles of the Arizona border will be treated as In-State, for state travel that is approved by the traveler's supervisor and in the best interest of the state and necessary to conduct state business.
 2. 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.
- B. Clarification of Claiming Meals on State Travel
1. Receipts for meals are not required to be attached to the reimbursement request form.
 2. 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.
 - a. This section states documentation related to travel for the State must be maintained in accordance with the Records Retention Schedule published by Arizona State Library, Archives and Public Records (LAPR), and may be required to submit for audit.
 - b. If meal receipts are provided, the employee is not required to retain copies.
 - c. An employee may purchase and consume groceries while in travel status instead of dining in a restaurant.
 - d. The employee should record the expense on the day it was consumed.

- e. The employee should note the date and cost of each meal for which the grocery purchases are intended on the receipt.
- f. As long as the purchase does not exceed the allowance for the days and meals indicated, usual reimbursement will be made.
- g. Grocery receipts are required to be submitted with the travel voucher. [SAAM Policy 5025](#) covers the policy and requirements that pertain to grocery receipts.

C. Lodging

- 1. ADOT travelers can obtain Travel Rates on the ADOTNet. Rates are located under the Policy tab. Refer to the [State of Arizona Travel Policy \(ADOA/GAO\), 5095](#).
- 2. 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.
- 3. If a 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 the least expensive single room rate listed on the conference brochures or the lodging reimbursement rate for the area.
- 4. If lodging cannot be found within the conference's least expensive published single room rate or within the State's Maximum Lodging Rate, a [GAO-515](#) form must be completed along with a written explanation and attach website printouts of the lodging rates in the area.
 - a. This form must be submitted for approval **BEFORE** the travel plans have been completed.
 - b. The completed form should be forwarded to the Payroll & Travel Services Department who will request approval from the State of Arizona Comptroller.
 - c. Approval should be attached to the travel reimbursement before submitting.
 - d. For out-of-state travel, the written explanation must be submitted with the OOST eForm and the Lodging Charges in Excess of Policy Limits box must be checked. This will automatically route the OOST eForm request to the ADOT Controller.
- 5. For short-term rental lodging, refer to [SAAM Policy 5030](#).

D. Employee Travel Card

- 1. 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.
- 2. Employee Travel Cards may not be used for ATM Withdrawals.

B. Travel Reimbursement Requests

1. All Travel Reimbursement Requests are to be entered into the Travel Reimbursement Request eForm system within 10 days from the last date of travel.
2. 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.
 - a. 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.
 - b. The employee (traveler) must provide missing information in order to be reimbursed. Delays may result in delinquent filing requirements.
3. Certain Travel Reimbursement Request eForms will automatically route in eForms to the ADOT Controller's Office and/or Division Director, Deputy Director, and Director for additional approval. The following circumstances would require additional approval:
 - a. Out-of-State travel approval must be approved by the Division Director, Deputy Director and Director.
 - b. Out-of-State travel that involves any of the following policy exceptions will also include the ADOT Controller's Office:
 - b.1 Use of state-owned equipment (ARS 38-627)
 - b.2 Use of private vehicle (ARS 38-623B)
 - b.3 Rental Vehicle or Aircraft (ARS 38-623B)
 - b.4 Lodging charges in excess of policy limits
 - b.5 Three or more travelers – Justification must be attached
 - c. Out-of-State rental car use must be approved by the ADOT Controller. The preapproved Rental Vehicle Justification form found [here](#), must be attached to the travel reimbursement request.
4. Travel Reimbursement Request eForm is required to be completed online.
 - a. The form can be located by accessing the ADOTNet.

C. Delinquently Filed Travel Claims

1. All claims submitted by Employees more than 60 days after returning from travel are considered delinquent.
2. 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.

5. Additional approvals may be required by the ADOT Director, the CFO, and the State Comptroller depending on the amount of time delinquent.
6. Proper justification must be provided to explain why a claim is delinquent. Delinquent claims without reasonable justification for the travel will be rejected, and any travel claims submitted after May 1st of the following fiscal year will be rejected due to budgetary restrictions.
7. Additionally, State policy requires that delinquent travel claims be accompanied by completing form [GAO-513](#). The table below provides guidance on delinquent travel and GAO-513 required approvals:

Months After Travel	GAO-513 Must be Signed by
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

D. Vendor and other non-employee travel

1. All travel claims submitted by vendors, consultants, sub consultants and other non-employees shall follow the state travel guidelines.
2. Invoices submitted with travel claims more than 60 days after returning from travel are considered delinquent.
 - a. The 60-day limitation is calculated from invoice date to date of travel with the actual employer.

- b. 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.

For Additional Information: Payroll and Travel Services p-adot@azdot.gov phone number 602-712-7496