



| | | |
|--|----------------|----------|
| TITLE | POLICY NUMBER | |
| Travel: Approved Expenses and Employee Reimbursement | DCS 03-11 | |
| RESPONSIBLE AREA | EFFECTIVE DATE | REVISION |
| Office of Accounting | 03/17/17 | 7 |

I. POLICY STATEMENT

The Department of Child Safety (DCS) is committed to the prudent use of resources and to providing services throughout the state in a consistent manner.

II. APPLICABILITY

This policy applies to all DCS employees who are issued an Employee Identification Number (EIN) who complete approved travel in-state and out-of-state for employment related purposes.

III. AUTHORITY

| | |
|---|--|
| A.R.S. § 8-453(B)(4) | Powers and Duties |
| A.R.S. §§ 38-621 – 38-627 | Reimbursement of Expenses |
| State of Arizona Accounting Manual (SAAM) | Topic 50, Travel |
| State of Arizona Accounting Manual (SAAM) | Topic 50, Section 26 Incidentals and Other Travel-Related Expenses |
| State of Arizona Accounting Manual (SAAM) | Topic 50 Section 25, Meals and Incidentals |

IV. DEFINITIONS

Arizona Department of Administration (ADOA): The administrative and business operations hub of Arizona state government.

Commute: Travel during which the traveler is not on duty or on call, which includes time spent traveling from the traveler's residence/temporary residence to the traveler's duty post/temporary duty post and vice-versa.

Commute miles: Mileage between the traveler's residence/temporary residence, and the traveler's duty post/temporary duty post.

Conference: A meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, or forum held by any association or organization involving discussion, research, or the exchange or dissemination of information.

CORE Temporary Assignment Post: The Learning and Development location used by DCS Specialists during CORE_training.

Department or DCS: The Arizona Department of Child Safety.

Duty Post: The regular duty post of a DCS employee is the place the employee spends the largest portion of regular working time or the place to which the employee returns on completion of a temporary assignment.

1. An employee who has more than one place of work on a regular basis (i.e. weekly) is deemed to have multiple regular duty posts.
2. For a member of a board, commission, authority, council, or committee who is not a DCS employee, the regular duty post is deemed the member's personal residence.

Employee: For the purpose of this policy, employees refers to all DCS employees issued an Employee Identification Number only.

Lodging: The temporary use of a hotel room, motel room, extended stay facility,

apartment, house, residence, or any other temporary accommodation while traveling on behalf of the State of Arizona.

SAAM: State of Arizona Accounting Manual. Available at:
<https://gao.az.gov/publications/saam>.

State approved rate: Spending limits set by the Joint Legislative Budget Committee for various reimbursable travel expenses. Expenses incurred beyond the state approved rate for approved travel expenses, shall not be reimbursed to the traveler without an exception by the Arizona Department of Administration.

State Authorized Travel Vendor: A travel vendor authorized by the state to book state authorized transportation.

State Business: Tasks directly associated with job or appointment duties. Examples include: representing the Department at meetings or conferences; transporting clients, traveling to clients' homes, and other duties that would be considered part of the workday, excluding breaks, meals, commute, etc.

Travel Status: The time during which a traveler engages in Department approved travel. Travel status begins when the traveler leaves the traveler's personal residence or duty post, whichever occurs last. Travel status ends when the traveler returns to the traveler's personal residence or duty post, whichever occurs first.

V. POLICY

A. General Travel Information and Guidelines

1. Reimbursement rates are published by the Arizona Department of Administration. Refer to the State of Arizona Accounting Manual (SAAM) 5095, Maximum Mileage, Lodging, Meal Parking and Incidental Expense Reimbursement Rates for prescribed limit information.
2. The Department shall not reimburse expenses in excess of the prescribed limits or actual cost incurred for meals and incidentals. Every effort must be made to provide the meals as economically as possible.
3. All food and meals must be itemized as the actual amount spent, regardless of the state approved rate.

4. Travel claims are due within 60 days after the return from travel or they are considered untimely. The 60-day timeframe begins upon the first day of return to the traveler's duty post or residence. Each trip stands alone.
 - a. Reimbursement forms must be filed with DCS Accounting/Travel at site code C010-21 within 60 days after the return from travel.
 - b. All claims not received within 60 days after the return from travel are untimely and will be considered delinquently filed. Delinquently filed claims must be approved by additional Department staff and require reasons for delinquent filing and process improvement action to preclude future untimely claims.

| Delinquent Travel Claim Filed Number of Months After Travel | GAO-513 Must Be Signed by |
|--|---|
| More than two (2), but less than three (3) | The Traveler <u>and</u> The Traveler's Supervisor <u>or</u> Manager |
| Three (3) or more, but less than five (5) | The Traveler <u>and</u> The Traveler's Supervisor <u>or</u> Manager <u>and</u> The Traveler's Agency Head <u>or</u> CFO |
| Five (5) or more | The Traveler <u>and</u> The Traveler's Supervisor <u>or</u> Manager <u>and</u> The Traveler's Agency Head <u>or</u> CFO <u>and</u> The State Comptroller |

- c. The following actions may result in disciplinary action up to and including termination from state service:
 - i. claiming more than the actual amount spent; or
 - ii. submitting duplicate claims for the same expenses.

B. Roles and Responsibilities

1. It is the responsibility of the traveler to:
 - a. seek reimbursement only for items for which the traveler is eligible to be reimbursed;
 - b. obtain and review written approval for all travel claims, including mileage, by the traveler's supervisor, prior to submitting;
 - c. submit complete and accurate travel claims (see section VI(B) of

this document for travel claim procedures);

- d. submit travel claims in a timely manner (travel claims are due within 60-days after the return from travel);
 - e. seek out the most reasonable and economic means for transportation arrangements, meals, and accommodation; and
 - f. read and understand applicable [GAO Travel Policies](#).
2. It is the responsibility of the traveler's supervisor or manager, who reviews and approves each travel claim, to ensure through the approval process, that:
- a. the traveler submitting travel claims is eligible for reimbursement for items listed on the travel claim;
 - b. the traveler's travel claims are complete and accurate; and
 - c. the traveler has selected the most reasonable and economic means for transportation arrangements, meals, and lodging.
3. The DCS Chief Financial Officer has the authority to deny any reimbursement claim.

C. Lodging Reimbursement

The cost of lodging while traveling on state business may be reimbursed, up to the GAO approved limits, exclusive of non-elective charges and taxes.

1. Lodging Expense: The actual cost of the room (room rate), mandatory service charges, and taxes.
 - a. The allowable reimbursement rate for lodging includes the room rate before non-discretionary, non-elective charges, any unavoidable surcharges and applicable taxes imposed by any authority with jurisdiction, such as state and local sales taxes.
 - b. Lodging expenses will not be reimbursed in excess of the approved limits. The approved rate is based upon the cost of the room before applicable taxes and any non-elective surcharges.

- i. The daily room charge includes all mandatory service charges (parking, resort fees, etc.), that are charged at the discretion of the facility and not required by law. State and city-imposed taxes are not counted against the daily room charge for the purpose of determining the reimbursement.
 - ii. When lodging occurs over multiple days and the room charge fluctuates based on the day of the week, the room rate will be determined by averaging the cost per day. Fees should also be calculated by averaging the cost per day, and considered a part of the daily room rate.
2. Eligibility:
 - a. Traveler must be 50 miles away from home and duty post to be eligible for lodging
 - b. Lodging must be at a commercial establishment, including a hotel, motel, or extended stay facility;
 - c. Lodging listed on Airbnb or similar community-based accommodations are not eligible for reimbursement;
 - d. The individual making lodging arrangements must request the lowest state government available rate; and
 - e. The original hotel receipts must be submitted with the claim.
3. Other Charges and Fees
 - a. Employees must request charges related to parking fees be billed separately to be eligible for reimbursement. These fees shall not appear on the final lodging receipt.
 - b. If late checkout fees are incurred due to the fault of the traveler and not as the result of Department approved travel, then the traveler will be responsible for those fees.
 - c. Service charges incurred at the discretion of the traveler (e.g. fitness center fees, movies and mini bar charges) are the

responsibility of the traveler and not reimbursed.

D. Meals Reimbursement

The cost of meals purchased and consumed while traveling more than fifty (50) miles one way from both the traveler's residence and the traveler's regular duty post while on state business, may be reimbursed up to the approved limits. When attending Learning and Development training, the location of the training facility is deemed the temporary assignment duty post.

1. The meal reimbursement rate includes the cost of the meal, tax, tip 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.
2. Reimbursements should follow the current rates set by ADOA and shall not exceed the lessor of the:
 - a. actual amount paid for the meal and incidentals; or
 - b. state maximum meal and incidentals reimbursement rate.
3. The traveler may not claim reimbursement when the traveler does not purchase a meal, the meal is provided at an event or otherwise paid for by some entity other than the traveler, or the cost of the meal is imbedded in some other cost. Meal reimbursements and the maximum meal and incidentals reimbursement rates are not per diem allowances.
 - a. When comparing the actual daily or specific meal cost to the maximum meal reimbursement rate, beverages, taxes, tips, and transportation are included.
 - b. Travelers may be required to produce receipts for meal and incidentals (which includes transportation to and from a meal) as a part of the reimbursement process.
4. Eligibility: For travel not involving an overnight stay.

The amount of the reimbursement is restricted to the Single Day Meal Reimbursement Limit or the Extended Day Meal Reimbursement Limit.

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

| | | |
|-----------------|---------------------------------------|------|
| ➤ Than 6 hours | Single Day Reimbursement Limit | \$12 |
| ➤ Than 12 hours | Extended Day Meal Reimbursement Limit | \$19 |

5. Eligibility: For travel involving an overnight stay:

- a. 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.
- b. The Full-Day Reimbursement Rate shall be reduced for any meal provided at an event or otherwise paid for by some entity other than the traveler.
- c. For travel days involving overnight stays that are neither the day of 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.
- d. On the day of departure and the day of return, the traveler shall 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., the place at which the employee will arrive and spend the night at the end of the travel day).
- e. If traveler chooses to buy groceries for his/her overnight travel, grocery receipts are required for reimbursements. If the traveler is claiming for snacks in place of a meal, this will be allowed

provided the amount does not exceed the allowed rate. Receipts for snacks must be provided. Breakdown of itemized daily consumption and dates shall be indicated.

E. Miscellaneous Expense Reimbursement

1. Baggage Expense: The actual cost of sending baggage or equipment between a regular duty post and a temporary duty post; excess baggage charges; charges for checking and storing baggage, if necessary for the business purpose of the trip; and baggage handling at an airport or train/bus station. (Tip reimbursement is limited to \$1 per bag.)
2. Lodging Incidental Expense: Incidental expenses associated with lodging, including service tips, are reimbursed as a component part of lodging reimbursement and are subject to the lodging reimbursement expense limits.
3. Miscellaneous Business Expense: The actual cost of miscellaneous expenses that is ordinary and necessary to accomplish the purpose of Department approved travel. This expense includes such things as postage, equipment purchase and rental, and meeting room rentals.
4. Travel to CORE Training: The CORE training facility is considered a temporary assignment duty post. Employees should discuss with their supervisors if any time spent driving to the CORE training facility, in excess of normal commute time to their regular duty post, will result in overtime. If the excess travel time to CORE training results in overtime, see [DCS 04-32 Overtime Pay](#).

F. Transportation Reimbursement

1. Transportation Expense: The actual cost of transportation by airline, train, bus, or car between a traveler's residence and temporary duty post.
 - a. If the traveler is traveling at no cost through a frequent traveler or similar program, or if the traveler is traveling as a passenger in a vehicle, the traveler's transportation expense is zero.
 - b. Reimbursement will be made only for the method of transportation that is in the best interest of the state considering the travel expense as well as the traveler's time.

- c. DCS employees shall use fleet vehicles when appropriate, as defined by [DCS 02-18 Management and Operation of State Vehicles](#).

2. Taxi, Bus, Light Rail, Rental Vehicle and Airport Shuttle Reimbursement:

The actual reasonable cost of fares for these and other types of transportation taken by the traveler between:

- a. the traveler's home and airport or station;
- b. the airport or station and the traveler's temporary lodging;
- c. the airport or station and the location of a business meeting, conference, or temporary duty post;
- d. the traveler's temporary lodging and the location of a business meeting, conference, or temporary duty post; and
- e. the location of a business meeting, conference or temporary duty post and the airport or station.

3. Fleet Vehicle Reimbursement

In the event the fleet fuel card (Voyager card) issued with the state fleet vehicle does not work, the traveler may be reimbursed for gasoline purchases for state vehicles when on Department approved travel. The gasoline receipt must be attached to claim.

4. Personal Vehicle Reimbursement: The standard mileage rate, plus the actual cost of tolls and parking, while in travel status. Mileage shall not be reimbursed in excess of the state personal vehicle mileage reimbursement rate.

- a. DCS employees shall use fleet vehicles, when available.
- b. A traveler may claim reimbursement for state business related (non-commute) miles traveled in a personal vehicle.
 - i. When a traveler is enrolled in DCS 101/New Employee Orientation training, the traveler may claim reimbursement

without having to omit the first 50 miles from their residence or temporary place of residence.

- ii. When a traveler is enrolled in CORE training and the one-way distance between the traveler's residence or temporary residence and the training site exceeds fifty miles, the traveler may claim reimbursement for mileage in excess of the 50 miles.
 - iii. All other mileage reimbursement claims must deduct commute miles from total miles. A traveler must claim the true departure and arrival address on the claim. If departure and arrival location is the traveler's home, the home address must be listed on the claim. Regardless if meal reimbursement is claimed, actual departure and arrival time(s) must be filled out.
- c. Mileage reimbursement claims by a DCS employee exceeding a cumulative total of over \$2,000 in one fiscal year (July 1 - June 30) shall be accompanied by an approved DCS 1230A Reimbursement Justification form.
- i. The DCS employee and the DCS employee's supervisor shall work together to identify alternative transportation options, and report inadequate availability of fleet vehicles.
 - ii. The DCS employee's supervisor or Program Manager shall update the monthly Vehicle Usage report from Fleet Management in order to ensure an adequate supply of fleet vehicles for the office.
 - iii. Fleet Management is responsible for ensuring an adequate supply of fleet vehicles is available to a DCS employee claiming over \$2,000 in a fiscal year.
- d. Reimbursement is limited to the following economy parking lots at Phoenix Sky Harbor and Tucson International airports. Exceptions can be made by calling the Travel Desk at 602-255-2772.
- i. Phoenix Sky Harbor International Airport

The Parking Spot—4040 E. Van Buren St., Phoenix, AZ (602) 286-9212, 24/7 service—currently offers rates that comply with state reimbursement limits. Travelers must present a Spot Club Card to take advantage of the discounted rate by joining the vendor’s Spot Club.

If a state traveler does not have a Spot Club Card, he or she, when leaving the parking lot, can show the cashier his or her state-issued ID Card and ask for a State of Arizona Spot Club Card. He or she will immediately be given a Spot Club Card and the appropriate discount. The traveler will register the newly issued Spot Club Card online at <https://theparkingspot.com/spot-club/sign-up> within two business days of being issued the card.

ii. Tucson International Airport

Quick Park Quick Shuttle

6448 & 6550 South Tucson Blvd., Tucson, AZ
(520) 294-9000, 24/7 Service.

6840 & 6920 South Tucson Blvd., Tucson, AZ
(520) 294-9000, 24/7 Service.

Tucson International Airport Parking -- Economy Parking
3034 E Corona Rd. Tucson, AZ, 24/7 Service

5. Rental Vehicle Reimbursement: Mileage is not reimbursable for rental cars; however, the cost of gasoline is reimbursable.

NOTE: Pre-paid gasoline (having the rental company fill up the vehicle after the traveler returns it) is not allowed and will not be covered or reimbursed by DCS. It is the responsibility of the traveler to fill up the tank before returning the vehicle to the rental company.

6. Transportation Documentation

- a. The traveler must document the actual departure address and actual return address on a claim.

For example, when the traveler departs from a personal residence, the traveler must list the personal residence address as the point of departure, rather than the traveler's duty post.

- b. The street address and city are required for place of departure and for the destination. General locations or destinations such as "Phoenix" or "Tucson" are not acceptable.
- c. Travel mileage – Accumulated odometer readings from the vehicle or from map mileages (Map Quest, Google map) are the only acceptable mileage calculations.
- d. Travel distances must be listed as miles and be rounded to the nearest tenth of a mile.
- e. Departure and arrival time - Actual departure and arrival times must be filled out whether or not a meal reimbursement is claimed.
- f. License plate numbers and Arizona driver license numbers are required.

G. Travel Claim Documentation

- 1. The DCS Office of Accounting shall be responsible for maintaining all documentation related to official state travel for audit, including travel requests, travel claims, and supporting documentation.
- 2. Copies of receipts for meals must be retained by the traveler until the traveler has received reimbursement.

VI. PROCEDURES

- A. The purpose of these procedures is to identify the:
- 1. process to receive reimbursement for travel expenses;
 - 2. process to receive reimbursement for incidental expenses;
 - 3. responsibilities in order to receive reimbursement; and

4. process for seeking reimbursement of an untimely filed claim.

B. Travel Claim Documentation

1. The traveler retains copies of receipts and invoices for a period of 90 days, for possible audit requirements.
2. If a correction to the travel claim form is required, draw a line over the incorrect item and write in the correction immediately above or below the item. Correction tape or fluids, as well as erasure, are prohibited.

3. Incidental and Miscellaneous Expenses

Receipts are required for incidental and miscellaneous expenses. Receipts for incidental expenses such as fax use, business phone use, internet, and parking are generally itemized on invoices.

4. Transportation Expenses

- a. License plate numbers and Arizona driver license numbers are required when claiming reimbursement for travel expenses in which travel was by automobile, regardless of whether the travel was in a personal vehicle or a state-owned vehicle.
- b. Only one traveler in a carpool may claim mileage; other travelers in the carpool must indicate "Passenger" instead of a license plate number on the travel claim form.

5. Meal Expenses

When claiming meals, the traveler must keep all meal receipts for period of 90 days for possible audit requirements.

C. Reimbursement of In-State Travel Expenses

1. The traveler initiates an in-state travel claim by completing the:
 - a. [In State Travel Claim \(DCS-1160A\)](#) form.
 - b. [State of Arizona Privately Owned Vehicle \(POV\) Authorization \(GAO-520\)](#) form.

- i. Use a separate form for each month. If the trip continues onto the next month, please note this in the explanation column.
 - ii. List in-state travel expenses only, even when out-of-state travel is completed in the same month.
 - iii. Include applicable documentation for all eligible in-state travel expenses.
 - iv. Do not submit more than one claim for the same travel expenses.
 - v. Employees can expect reimbursement after two to three pay periods.
2. The traveler signs the completed forms and submits them to the supervisor or manager.
3. The supervisor or manager reviews the claim to ensure the claim is accurate and that it is not a duplicate claim.
 - a. The supervisor or manager signs the claim and returns the form, or:
 - b. rejects the form and returns the claim to the employee.
4. The traveler submits the original, approved travel claim along with applicable documentation via email to TravelHelpDesk@azdcs.gov.

D. Reimbursement of Out-of-State Travel Expenses

1. The traveler initiates an out-of-state travel claim by completing the:
 - a. [Out-of-State Travel Claim \(DCS-1159A\)](#) form.
 - b. [State of Arizona Privately Owned Vehicle \(POV\) Authorization \(GAO-520\)](#) form.
 - i. Use a separate form for each month;

- ii. List out-of-state travel expenses only, even when in-state travel is completed in the same month;
 - iii. Include applicable documentation for all eligible out-of-state travel expenses;
 - iv. Do not submit more than one claim for the same travel expenses;
 - v. Employees can expect reimbursement after two to three pay periods.
2. The traveler signs the completed forms and submits them to the supervisor or manager.
3. The supervisor or manager reviews the claim to ensure the claim is accurate and that it is not a duplicate claim.
 - a. The supervisor or manager signs the claim and returns the form, or:
 - b. rejects the form and returns the claim to the employee.
4. The traveler submits the original, approved travel claim along with applicable documentation via email to TravelHelpDesk@azdcs.gov.

E. Untimely Filed Travel Claims

1. A traveler submits a travel claim more than 60 days after travel Department approved travel by completing the Delinquently Filed Travel Claim (GAO-513).
2. The traveler submits the GAO-513 signed and approved by their supervisor, along with required documentation via email to TravelHelpDesk@azdcs.gov.
3. The DCS Travel Unit reviews the submitted claim for accuracy, non-duplication and the appropriate approvals.
 - a. The DCS Travel Unit returns claims that are incomplete, duplicative, or lacking the appropriate approvals; or

- b. The DCS Travel Unit routes the claim to the DCS Chief Financial Officer and DCS Deputy Director for approval.
- 4. For delinquent travel claims filed five (5) months or longer after travel, the DCS Travel Unit routes the claim to the ADOA for approval to pay.
 - a. The DCS Travel Unit is notified by ADOA when the untimely claim is not approved. The DCS Travel Unit then notifies the traveler; or
 - b. The traveler receives the reimbursement for the approved untimely claim.

VII. FORMS INDEX

[*DCS 1159A – Out-of-State Travel Claim*](#)

[*DCS-1160A – In-State Travel Claim*](#)

[*DCS-1230A – Excessive Mileage Reimbursement Justification*](#)

[*GAO-502 - Employee Expense Reimbursement Form*](#)

[*GAO-513 - Delinquently Filed Travel Claim*](#)

[*GAO-520 - State of Arizona Privately Owned Vehicle \(POV\) Authorization*](#)