

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 500</p> <p>PERSONNEL/HUMAN RESOURCES</p>	<p>OPR:</p> <p>SS</p>
	<p>DEPARTMENT ORDER: 505</p> <p>EMPLOYEE BENEFITS</p>	<p>SUPERSEDES:</p> <p>DO 505 (02/14/02) DI 105 (02/08/99)</p>
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PURPOSE

This Department Order identifies selected employee benefits made available by the Department and provides information for applying for and/or receiving those benefits.

APPLICABILITY

This Department Order applies only to Department employees and to those benefits specifically identified. It does not apply to employees of Contract Beds. Contract Beds employee benefits are governed by corporate policy.

For information related to:

- Damaged or lost employee property, see Department Order #513, Employee Property.
- Tuition reimbursement or other educational assistance, see Department Order #509, Employee Training and Education.
- Pay, certain conditions of employment, work hours, assignments or leave, see Department Order #512, Employee Assignments, Compensation, Work Hours and Leave.

Other benefits may be discussed in specific systems or other written instructions. Employees are encouraged to be familiar with all benefits as discussed in written instructions, statutes or rules.

PROCEDURES

505.01 STAFF MEALS

- 1.1 Only staff assigned to the listed locations and/or who work under the circumstances listed in this Department Order shall be eligible for Department funded meals. All other staff shall be ineligible for Department funded meals without written authorization from the Director.
- 1.2 Staff who shall be provided one Department funded meal per shift include:
 - 1.2.1 Correctional Officers.
 - 1.2.2 Food Service staff.
 - 1.2.3 All Work Program Supervisors who are supervising their crew during meals.
 - 1.2.4 Correctional Officer Cadets who commute to and from the Correctional Officer Training Academy (COTA) and are not compensated with room and board or per diem.
 - 1.2.5 Correctional Supervisors and Correctional Supervisor Assistants who are unable to leave their post. If the assigned post is off-site, a sack lunch may be provided.

- 1.3 The following staff shall be provided one or more Department funded meals per shift worked:
 - 1.3.1 Institution staff who work a double shift.
 - 1.3.2 Institution staff who are called to duty in response to incidents.
 - 1.3.3 Correctional Officer Cadets and staff who are in resident status at COTA and who are compensated with room and board, rather than per diem.
- 1.4 Staff who are ineligible for Department funded meals and who are assigned to or who visit an institution, including staff at regional academies, may purchase a meal at the rate established at the specific location.
- 1.5 COTA staff instructors and other staff who visit COTA, may purchase meals there for the prevailing price.
- 1.6 Designated Food Service staff at an institution shall:
 - 1.6.1 Collect fees for meals from staff that purchase meals from the Department or Food Service contractors, and remit the fees for deposit in the general fund.
 - 1.6.2 Remit fees that are collected for meals provided by a food service contractor to the contractor. Contractors may arrange to collect fees directly from employees.
- 1.7 Wardens and Deputy Wardens shall determine the following:
 - 1.7.1 Methods for staff to purchase meals from Department food service contractors.
 - 1.7.2 How staff on any shift are provided the opportunity to purchase meals.
 - 1.7.3 Methods for Department funded meals to be properly authorized, counted and documented.
 - 1.7.4 How staff is to store, refrigerate, label, and dispose of sack lunches and how to search sack lunches brought into secure areas.
 - 1.7.5 Where authorized areas for staff to eat are located.
 - 1.7.6 How menus shall be made available to staff. Such menus shall be available at least one week in advance.
 - 1.7.7 What beverage service shall be available to staff during meals and at other times.
- 1.8 Meal Allowances for Transportation Staff
 - 1.8.1 The Transportation Officer's assigned institution shall be their designated duty post.
 - 1.8.2 The transportation staff shall be considered "Other than day shift workers," as defined in the State of Arizona Travel Regulations prescribed by the Arizona Department of Administration (ADOA), and the "time of day" during which the travel takes place is irrelevant. The 35 mile radius requirement does not apply.

- 1.8.3 The following procedure shall be followed for reimbursing transportation staff for meals:
 - 1.8.3.1 Day Shift:
 - 1.8.3.1.1 Breakfast - Travel status prior to 6:00 a.m. and workday extended by two hours. (10 hours travel status)
 - 1.8.3.1.2 Lunch - Travel status six hours and between 11:00 a.m. and 2:00 p.m.
 - 1.8.3.1.3 Dinner - Travel status extends beyond 8:00 p.m. and workday extended by three hours.
 - 1.8.3.2 Swing Shift:
 - 1.8.3.2.1 Breakfast - Travel status prior to 1:00 p.m. and workday extended by two hours.
 - 1.8.3.2.2 Lunch - Travel status six hours between 6:00 p.m. and 9:00 p.m.
 - 1.8.3.2.3 Dinner - Travel extends beyond 3:00 a.m. and workday extended by three hours.
 - 1.8.3.3 Midnight Shift:
 - 1.8.3.3.1 Breakfast - Travel status prior to 10:00 p.m. and workday extended by two hours.
 - 1.8.3.3.2 Lunch - Travel status six hours between 3:00 a.m. and 6:00 a.m.
 - 1.8.3.3.3 Dinner - Travel status beyond 11:00 a.m. and workday extended by three hours.
- 1.8.4 If a Department funded meal is provided by an institution, the lunch meal shall not be reimbursed.

505.02 UNIFORM ALLOWANCE

- 1.1 Eligible employees, as determined by the Director or designee, shall receive a uniform allowance from the first date of employment or assignment until the employee is:
 - 1.1.1 Permanently transferred into a non-eligible position.
 - 1.1.2 Off-duty in any capacity for longer than 30 days, e.g., annual leave, sick leave, industrial injury, etc.
 - 1.1.3 Placed in a disciplinary Leave Without Pay status longer than 80 hours.

- 1.1.4 Terminated. Employees shall receive the uniform allowance only for the eligible period through the termination date.
- 1.1.5 Assigned to non-eligible duties for more than 90 days. The employee may continue to receive the uniform allowance beyond the 90 days if approved by the Director or the Division Director for Offender Operations.
- 1.2 Eligible employees may receive a six month advance on uniform allowance when initially hired or under circumstances described in this section.
- 1.3 A Uniform Advance Agreement, Form 512-18, shall be signed and dated to be eligible for the advance.
 - 1.3.1 The agreement shall be forwarded by the Budget Unit Supervisor, or designee, to reach the Payroll Unit within the first week of hire.
 - 1.3.2 The advance shall be generated from the accounting system (not the payroll system) and sent with the first regular paycheck after hire date, when possible.
- 1.4 Employees who have been advanced the six month allowance are eligible to continue receiving the uniform allowance. However, the first six months of uniform allowance in the payroll system shall be used by the Payroll Unit to recover the \$360 advance and reimburse the cost center's budget.
- 1.5 If the employee ceases to be eligible for the uniform allowance before the total advance is recovered, the employee's pay or final paycheck shall be reduced by the pro-rated, unearned balance of the uniform allowance. If the final paycheck is insufficient to pay the total advance, the employee shall reimburse the Payroll Unit the remainder due the Department.
- 1.6 If an employee is terminated while at COTA and is later reinstated into COTA, the amount of the advance recovered at the time of termination shall be reissued. The original Uniform Advance Agreement shall remain in effect.
- 1.7 The uniform allowance shall be paid monthly, on the second payday of the following month.
- 1.8 The amount of uniform allowance is \$60 per whole month or \$3.00 per scheduled work day for partial months, not to exceed \$60.
- 1.9 The Administrative Services Payroll Unit shall provide each institution a uniform allowance verification containing:
 - 1.9.1 Employee's name.
 - 1.9.2 Employee Identification Number (EIN).
 - 1.9.3 Uniform allowance received for previous month. (Amount recovered by Payroll is not reported here.)
 - 1.9.4 Space for change amount.
 - 1.9.5 Space for Action Code. (Add, change or delete).

- 1.10 The uniform allowance shall be certified/corrected, signed by the Budget Unit Manager or designee, and returned to the Payroll Unit by noon on the return date cited on the heading.
- 1.11 Employees terminated or transferred to a non-eligible position during the month shall receive a pro-rated amount of the monthly allowance calculated according to the days worked.

505.03 MOVING

- 1.1 A permanent, full-time Department employee becomes eligible for moving expense when an authorized move occurs. (See the definition.)
 - 1.1.1 An authorized move 50 miles or more from the current residence, shall occur as the result of a transfer request by the Director, Deputy Director, Division Director or by promotion.
 - 1.1.2 An employee who laterally transfers, accepts a voluntary grade decrease or demotes is not eligible for moving expense reimbursement or authorized work time to complete the move.
 - 1.1.3 On a case-by-case basis, the Director may waive the permanent status requirement.
- 1.2 An eligible employee shall submit a Request for Moving Expenses, Form 505-2, for moving expense reimbursement from ten to 30 days prior to the reporting/effective date of the new assignment through the chain of command at the current work location to the Division Director for the area in which the new position is located. The employee shall indicate the type of move for which reimbursement is being requested on the request.
 - 1.2.1 Once all signatures have been obtained, the request shall be forwarded to the gaining unit or area's business office for processing. The employee is responsible for contacting the gaining business office and obtaining assistance with the move.
- 1.3 If the employee leaves the Department within one year after receiving payment for moving expenses the employee shall repay all moving expenses received. An employee who has been transferred for the Department's convenience is not required to repay the funds.
- 1.4 An employee is eligible for a maximum of five eight-hour days of paid on-duty time to locate new housing and, if applicable, sell the current residence. The employee shall request approval, in writing, through the current chain of command. If approved, the on-duty time shall not include reimbursement of travel expenses.
 - 1.4.1 Paid time for moving is considered work time as outlined in Department Order #512, Employee Assignments, Work Hours, Compensation and Leave; however, overtime shall not be accrued for activities related to the move.
 - 1.4.2 Up to five additional eight-hour days may be authorized for the move and for the employee to become established in the new residence.
- 1.5 Regardless of the type of move selected by the employee, the Department shall not be liable for any loss or damage resulting from the move. Any issues concerning loss or damage shall be resolved between the employee and the responsible vendor. The Department does not:
 - 1.5.1 Accept any liability for jewelry, money, trading stamps, bills, checks, drafts, collectibles, antiques or any other high-dollar or valuable items.

- 1.5.2 Pay for costs to move firewood, play sand, explosives, flammable items, oily mops or rags, acids, swimming pool chemicals, pets, birds, potted plants, shrubbery, frozen foods, perishable items, items that may spoil or storage sheds that are not completely dismantled.
 - 1.5.3 Pay for expenses incurred for taking down curtains, drapes, mirrors attached to walls or removing ceiling fans; disassembling or reassembling outdoor swing/gym sets or storage buildings; servicing washing machines, dryers, refrigerators, televisions or stereo/radio/CD player units for moving.
 - 1.5.4 Reimburse the employee for storage charges incurred due to the move.
- 1.6 Moving Using a Privately Owned Vehicle.
- 1.6.1 An employee is eligible to apply for a moving advance in accordance with the travel advance guidelines outlined in the ADOA Accounting Manual.
 - 1.6.1.1 The employee shall complete a Request for Travel Advance, ADOA Form GAO-509A. The appropriate Business Office shall issue a warrant to the employee for the advance.
 - 1.6.1.2 An advance may be authorized and paid for lodging; however, advances for mileage are not authorized.
 - 1.6.2 An employee is eligible for payment of "Private Vehicle" mileage for up to three round trips to move household goods. Reimbursement shall be at the rate specified by the Internal Revenue Service's (IRS) standard mileage rate for moving that is in effect at the time of move. For current rates, contact the Financial Services Unit.
 - 1.6.3 The employee shall complete a travel claim for the mileage and one night's lodging within ten days of the completion of the move.
 - 1.6.3.1 If the employee received a travel advance, the appropriate Business Office shall subtract the amount of the advance from the claim and pay the employee the difference.
 - 1.6.3.2 If the amount of the advance is greater than the actual moving expenses, the employee shall reimburse the Department for the amount of the difference.
 - 1.6.4 The employee is eligible for reimbursement of up to \$250.00 for moving supplies such as boxes, and tape etc. The employee shall include original receipts for moving supplies with the final request for reimbursement. The Business Office shall issue a warrant from the State Accounting System for reimbursement of moving supply expenses.
- 1.7 Moving Using a Rented Truck and/or Trailer
- 1.7.1 An employee is eligible to apply for a moving advance in accordance with the travel advance guidelines outlined in the ADOA Accounting Manual.

- 1.7.1.1 The employee shall complete a Request for Travel Advance. The appropriate Business Office shall issue a warrant to the employee for the advance.
- 1.7.1.2 An advance may be authorized and paid for lodging; however, advances for mileage are not authorized.
- 1.7.1.3 No advance may be made for the rental of a truck and/or trailer when the rental is being paid for by the gaining institution by the use of a purchase order.
- 1.7.2 An employee is eligible for "Private Vehicle" mileage for a single one-way trip in a privately owned vehicle during the move. Reimbursement shall be at the rate specified by the IRS standard mileage rate for moving that is in effect at the time of the move. For current rates, contact the Financial Services Unit.
- 1.7.3 The employee shall complete a travel claim for the mileage and reimbursable lodging within ten days of the completion of the move.
 - 1.7.3.1 If the employee received a travel advance, the appropriate Business Office shall subtract the amount of the advance from the claim and pay the employee the difference.
 - 1.7.3.2 If the amount of the advance is greater than the actual moving expenses, the employee shall reimburse the Department for the amount of the difference.
- 1.7.4 The employee is eligible for reimbursement of up to \$250.00 for moving supplies such as boxes, and tape etc. The employee shall include original receipts for moving supplies with the final request for reimbursement. The Business Office shall issue a warrant from the State Accounting System for reimbursement of moving supply expenses.
- 1.7.5 The employee is eligible for reimbursement for fuel for the truck and for the cost of one car trailer used for towing a privately owned vehicle when a rental truck is used.
- 1.7.6 The appropriate Business Office may pay for the rental of a truck and/or trailer by use of a purchase order, if direct billing can be established. If direct billing is not possible, the employee shall be reimbursed for the rental. Fuel charges may be included on the direct billing.
- 1.7.7 The employee shall include original receipts for the rental truck, trailer and moving supplies with the final request for reimbursement. The Business Office shall issue a warrant from the State Accounting System for reimbursement of moving expenses.
- 1.8 Moving Using a Commercial Mover.
 - 1.8.1 The employee's household goods may weigh at least 4,000 pounds and shall not exceed 10,000 pounds to qualify for a commercial move. An employee whose household goods do not meet the 4,000 pound limit shall move themselves. Those whose goods exceed 10,000 pounds shall be responsible for all expenses in excess of the weight limit.

- 1.8.2 An employee who uses a commercial mover is not eligible for a travel advance.
- 1.8.3 The employee shall obtain three quotes and submit them to the receiving Business Office who shall notify the employee of which vender was selected. The Business Office shall pay the vendor using a Purchase Order.
- 1.8.4 No commercial move shall be scheduled on a weekend.
- 1.8.5 The Department shall not pay for excessive insurance to cover antiques or any "high dollar" valuables. Nor shall the Department pay for costs associated with disconnecting/reconnecting dishwashers, ice makers, washing machines or clothing dryers.

1.9 Moving a Mobile Home.

- 1.9.1 The costs, up to a maximum of \$3,500.00, associated with transporting an employee-owned mobile home shall be reimbursed to an eligible employee. Reimbursement includes costs associated with the preparation of the home for the move, the transportation of the home and setup in the new location, subject to limitations listed below.
- 1.9.2 The employee is to furnish tires and axles to transport the home and the Department shall not:
 - 1.9.2.1 Reimburse the employee for costs to remove awnings, skirts, utility connects and disconnects, or building or removing stairs or porches.
 - 1.9.2.2 Pay for costs associated with disconnecting and reconnecting dishwashers, ice makers, washing machines, clothing dryers or any other appliance.
 - 1.9.2.3 Assume any responsibility or liability for damage to, or loss of the employee's household goods.
- 1.9.3 The commercial vendor who is moving the home shall provide insurance to cover the home and contents while moving it to the new location.

505.04 HOUSING

- 1.1 The Warden at each institution with employee housing shall appoint staff members to the Housing Committee. Membership shall include, at a minimum:
 - 1.1.1 A Deputy Warden.
 - 1.1.2 A Chief of Security.
 - 1.1.3 The Physical Plant Manager.
 - 1.1.4 Other members as deemed appropriate by the Warden that may include an employee living in staff housing.
- 1.2 Employees who wish to apply for employee housing shall:

- 1.2.1 Submit an Employee Housing Application, Form 505-5, to the Housing Committee.
 - 1.2.2 Resubmit the application annually, before January 31, if they wish to remain on a waiting list for employee housing.
 - 1.2.3 Wardens who wish to apply for employee housing are required to complete the Employee Housing Application, Form 505-5, and submit it to the applicable Regional Operations Director for approval.
- 1.3 The institution's Housing Committee shall:
- 1.3.1 Disregard seniority or length of State Service, and assess the following priorities and criteria, when evaluating Employee Housing Applications and making recommendations to the lessor:
 - 1.3.1.1 Security/safety needs of the institution.
 - 1.3.1.2 Physical needs of the institution.
 - 1.3.1.3 Special work schedules that would present a hardship on the employee if the employee's residence were not within a short distance of the institution.
 - 1.3.1.4 Housing needs of the employees in a remote geographical location or where there is a local housing shortage.
 - 1.3.2 Maintain administrative records of each housing agreement for five years after the termination of the lease, in accordance with the Employee Housing Agreement, Form 505-4, and Department Order #103, Correspondence/Records Control, including the process used to select each lessee and appropriate documentation related to each lessee.
 - 1.3.3 Authorize agents of financial lending companies to legally repossess employee-owned mobile homes, in the presence of the Warden or designee, which are situated on Department-owned property.
- 1.4 The Warden or designee, acting as the lessor, shall execute a lease between an employee, as the lessee, and the Department using a completed Employee Housing Agreement. Among other provisions and covenants, the agreement shall include:
- 1.4.1 A description and location of the housing unit or space to be leased.
 - 1.4.2 A description and the Department identification number of each item of Department-owned property, e.g., a major appliance, to be used as part of the employee housing unit to be leased.
 - 1.4.3 A schedule of all fees to be assessed, e.g., rent, utilities, maintenance, property fees and any other chargeable services to be provided.
 - 1.4.4 Special conditions including, but not limited to, a stipulation requiring prior approval by the Housing Committee for any and all alterations/modifications to the housing structure or property.

- 1.4.5 A disclosure statement by the lessee of any other resident of the leased house or property, including the name, age, sex and relationship to the lessee.
- 1.4.6 A description of the institution grounds that are accessible to persons who are not employed by the Department.
- 1.4.7 Standards of conduct for residents of employee housing issued by the Housing Committee.
- 1.4.8 General rules for employee housing as outlined in Attachment A.
- 1.4.9 A stipulation that the Warden is authorized to evict any lessee from employee housing for misconduct, failure to comply with the Employee Housing Agreement or any other action(s) that could cause embarrassment to the Department.
- 1.4.10 A reference to the lessee upon vacating the premises as outlined in the Housing Agreement Covenants, Form 505-4, section 9.
- 1.5 If the Employee Housing Agreement includes alterations, additions or modifications of employee housing/premises, the Warden shall comply with Department Order #401, Prison Construction, before entering into the agreement with the employee.
- 1.6 The Warden shall submit any proposed revisions to the Employee Housing Agreement to the appropriate Regional Operations Director who shall:
 - 1.6.1 Approve or disapprove each proposed revision.
 - 1.6.2 Endorse and return the approved revisions to the Warden.
 - 1.6.3 Inform the involved individuals of the decision.
- 1.7 The Warden shall:
 - 1.7.1 Enter into the agreement by completing and signing all necessary attachments.
 - 1.7.2 Ensure that the lessee, and any other signatory, signs the agreement.
 - 1.7.3 Within ten work days after entering into the agreement with the employee, forward a copy of the Employee Housing Agreement to:
 - 1.7.3.1 Each signatory, including the lessee.
 - 1.7.3.2 The appropriate Regional Operations Director.
 - 1.7.3.3 The Housing Committee.
 - 1.7.3.4 The institution's Business Unit Manager.
 - 1.7.4 Authorize the lessee to occupy the employee housing, consistent with the Employee Housing Agreement.

- 1.7.5 Immediately request, in writing, for the Payroll Unit to begin payroll deduction for all fees in accordance with the Employee Housing Agreement. The written request shall include the employee's name, social security number, total monthly rental amount, total monthly utility fees and the starting date.
 - 1.7.6 Request, in writing, for the Payroll Unit to terminate payroll deductions when the Employee Housing Agreement is no longer in effect.
 - 1.7.7 Approve each intra-institutional transfer of major appliances, and forward documentation of the transfer to the Housing Committee to be filed in the administrative record of the housing agreement.
 - 1.7.8 Approve each inter-institutional transfer of major appliances, and complete and forward a Fixed Asset Transfer, Form 304-3, to the Business and Finance Unit. Department-furnished appliances shall be included as inventorial equipment as outlined in Department Order #304, Equipment and Inventory System.
 - 1.7.9 The Warden or designee and the institution's property custodian shall include Department-Furnished appliances in the institution's annual inventory. An inventory of Department-Furnished appliances shall be conducted when there is a change in staff occupancy of a state-owned housing unit.
- 1.8 The Inspector General shall perform a compliance audit of the staff housing files and conduct an inventory of the Department-furnished appliances during the annual audit of the institution.

505.05 **CENTRAL OFFICE PARKING** - Parking is provided for vehicles driven to work by employees who work at the Central Office. Central Office parking lots are managed by the Support Services Division. Parking control is provided by the Department of Administration.

- 1.1 The Central Office Parking Coordinator - The Division Director for Support Services shall appoint a Central Office Parking Coordinator who shall ensure that:
- 1.1.1 Parking spaces are available for the Department's employees who are assigned to the Central Office.
 - 1.1.2 Parking spaces are available for visitors, including employees who aren't assigned to the Central Office but who are visiting the Central Office to participate in meetings and training programs.
 - 1.1.3 Parking facility access cards are issued to employees who are authorized to park in the Madison Street Parking Facility.
 - 1.1.4 Temporary reserved parking permits are issued to employees assigned to Central Office to park their personally-owned vehicles overnight in the Madison Street Parking Facility while traveling on State business.
 - 1.1.5 Appropriate parking permits are issued, when required, when employees provide information about changes of building assignments and/or vehicles that are driven to work.
 - 1.1.6 Restricted permits and spaces are provided, when required.

- 1.1.7 A list of employees who terminate employment is obtained each week from the Payroll Section of the Financial Services Unit.
- 1.1.8 A record is maintained of all parking permits and parking facility access cards issued to Central Office employees.
- 1.2 Central Office Employees shall:
 - 1.2.1 Ensure that, when applicable, parking permits are properly displayed on their vehicles when parking on State property.
 - 1.2.2 When they move to a different Central Office building obtain new permits, if required, and surrender their previously issued parking permits to the Parking Coordinator, or otherwise ensure that the previously issued permit is removed from the vehicle and destroyed.
 - 1.2.3 Obtain a new permit when needed.
 - 1.2.4 Return, or remove and destroy, all previously issued parking permits when the permits are no longer required.
 - 1.2.5 Comply with the Arizona Administrative Code pertaining to traffic and parking regulations.
 - 1.2.6 Ensure that State-owned vehicles for which they are responsible are parked in the Madison Street Parking Facility.
- 1.3 Collection of Permits - Supervisors shall collect from employees who transfer or terminate any parking permits and parking facility access cards, or ensure they are destroyed. Permits and cards that are collected shall be forwarded to the Central Office Parking Coordinator.
- 1.4 Restricted Permits - Applicants for restricted permits shall submit written requests via memorandums, or on the proper State-issued forms when applicable.
 - 1.4.1 Reserved Parking - Applicants for a reserved space shall submit a request using a memorandum addressed to the Central Office Parking Coordinator. Requests for reserved parking are reviewed by the Division Director for Support Services, through the chain of command. Approved applications shall be forwarded to the ADOA for processing. Applications returned from ADOA shall be returned through the chain of command to the Central Office Parking Coordinator.
 - 1.4.2 Temporary Reserved Parking - Applicants for a temporary reserved space shall submit a request by memorandum addressed to their Division Director or Administrator.
 - 1.4.2.1 If approved, the appropriate Division Director or Administrator shall add an endorsement to the memorandum and forward it to the Central Office Parking Coordinator through the Division Director for Support Services.
 - 1.4.2.2 If the applicant requests a temporary reserved space while recovering from an illness or injury, the applicant shall attach a physician's statement that indicates the anticipated length of time that a reserved space may be needed.

- 1.4.3 Handicapped Parking - Applicants for a handicapped parking permit shall submit a memorandum addressed to the Central Office Parking Coordinator through the Division Director for Support Services. The applicant shall include in the request the handicapped license plate number assigned to the applicant's vehicle or a photocopy of the handicap placard issued by the Motor Vehicle Division.
- 1.5 Capitol Rideshare Parking - Capitol Rideshare Applications are available from the Travel Reduction Coordinator.
 - 1.5.1 Applicants shall submit completed applications to Capitol Rideshare. Employees can also apply on line at www.capitolrideshare.com.
 - 1.5.2 The Coordinator shall maintain a current list of Central Office employees who participate in the Capitol Rideshare Program, including the numbers on the permits issued by the Department of Administration.

505.06 TRAVEL - GENERAL REGULATIONS

- 1.1 Employees on travel status shall adhere to the State Travel Regulations published in the Arizona State Accounting Manual and GAO Technical Bulletins in addition to the Department's system of written instructions.
 - 1.1.1 These travel regulations are available on the internet at <http://www.gao.state.az.us/travel/>, in every Business Office and at the Administrative Services Accounting Unit.
 - 1.1.2 Employees are responsible for ensuring they understand these regulations prior to traveling on State business.
 - 1.1.3 Employees shall stay and eat at COTA when traveling in the Tucson area of the State.
- 1.2 The effective dates for mandatory use of ADTRAV and the allowed modes of payment for air travel, train fare, hotel lodging, and car rental are detailed on Travel Reservations and Payment Methods, Attachment H.
 - 1.2.1 Please note that internet/online reservations will not necessarily result in the lowest fees from ADTRAV. For instance, if you are making car and/or hotel reservations only, the ADTRAV fee will be \$5.00 if made online and they will be zero if made by phone, fax, or email. The fees charged by ADTRAV appear on the ADTRAV Travel Management Arizona Agencies Fee Schedule for Travel Services, Attachment I.
- 1.3 Any employee traveling for the State must have a traveler profile set up on the ADTRAV's system prior to using it. Profiles may be set up at www.Rezprofiler.com.
- 1.4 A Request for Purchase (RFP), Form 302-2, for all travel related expenses (hotel, per diem, airfare, train fare, car rental) in the name of the employee shall be prepared and submitted to the Business Office/Central Office Accounting. Payments shall be made to the appropriate vendor for these RFPs.
 - 1.4.1 The preparation of an RFP is optional for travel when per diem expenses are the only anticipated travel expenses. At fiscal year end, RFPs will be required for all planned travel that will not be paid until after fiscal year end close.

- 1.5 The Department shall reimburse or pay for the allowed room rate and applicable taxes. Other charges, such as telephone calls, shall be paid by the employee at check-out, and are not to be included on the invoice issued to the Department.
- 1.6 Employees who do not have a State Consumer Card (C-Card) and need a travel advance shall request one using a Request for Travel Advance, ADOA Form GAO-509A five days prior to traveling or use their own personal funds to pay for travel expenses. The Department shall not issue a travel advance to an employee who has a C-Card or who has an outstanding travel advance. Travel advances shall be given at the discretion of the Director or designee.
 - 1.6.1 An employee shall be in travel status for a minimum of three consecutive days to be eligible for a travel advance from State funds.
 - 1.6.2 A travel advance from State funds shall not exceed 80% of the total estimated meals, incidental expense and lodging reimbursement. The estimated expense shall be based on the allowable reimbursement rates for the destination or actual expenses to be incurred, if they are less than the allowable rates.
 - 1.6.3 No advances shall be given for:
 - 1.6.3.1 Airfare - The Department shall purchase airfare with the state contracted corporate card.
 - 1.6.3.2 Vehicle Rentals - Rental requires the use of a personal credit card or a corporate card.
 - 1.6.3.3 Mileage, baggage handling, communications expense or miscellaneous travel expenses.
 - 1.6.4 Any request for a travel advance shall be accompanied by documentation of the expenses to be incurred.
 - 1.6.4.1 The approved request shall be submitted to the Business Office no later than five work days prior to the day on which the travel shall begin.
 - 1.6.4.2 The request shall be approved by the employee's immediate supervisor and by the Budget Unit Supervisor or designee prior to processing of the advance.
 - 1.6.5 All travel advances from State funds shall be issued through the Arizona Financial Information System, except for payments made through the Revolving Fund, as provided in this Department Order.
 - 1.6.6 Travel advances from the Revolving Fund shall only be issued due to emergency situations such as disturbances, escapes and medical emergencies. If a travel advance from the Revolving Fund is provided to an employee, a memo of justification documenting the reason for the advance shall be submitted to the Business Administrator, who shall forward it to the Administrative Services Bureau Administrator for approval by the Department of Administration.

- 1.6.7 Employees who receive a travel advance from State funds shall submit their travel claim no later than 10 work days after the last day of travel. If a travel advance exceeded the amount of travel expenses incurred, the employee shall include a check or money order for the difference with the travel claim.
- 1.6.8 The Business Office shall keep a log of all travel advances made. The log shall include, at a minimum, the traveler's name, date of travel, Index/PCA, advance claim document number, and amount of the advance.
- 1.6.9 Each month the travel advance accounts shall be reconciled. At the end of the fiscal year, all travel advance accounts shall be \$0.00.
- 1.7 Employees who wish to apply for a C-Card can obtain one online at <http://www66.americanexpress.com/cards/Applyfervlet?csi=38/11516/b/57/1300190437/130120913253/0/n>.
- 1.7.1 Please note that the C-Card is strictly a personal liability credit card. The State assumes no liability for charges made on these cards. It should also be noted that failure to qualify for the card may be an event reportable on your personal credit history maintained by the credit bureaus.
- 1.7.2 The direct bill to the Department shall be for the room and applicable taxes (not to exceed allowable reimbursement).
- 1.7.3 Other charges, such as telephone calls, shall be paid by the employee at check-out, and are not to be included on the invoice issued to the Department.
- 1.8 Card holders shall not be issued a cash advance from the revolving fund. The cardholder may use the C-Card to obtain cash from an automated teller machine (ATM).
- 1.8.1 For each five consecutive days in travel status, or fraction thereof, one charge for obtaining cash through an ATM shall be reimbursed to the traveler.
 - 1.8.1.1 Charges for more than one ATM withdrawal during five consecutive days is not reimbursable and shall be paid by the employee.
 - 1.8.1.2 Withdrawals shall be a minimum of \$60.00.
 - 1.8.1.3 In order to receive reimbursement, the traveler shall be advanced cash through the use of the C-Card.
- 1.8.2 At a minimum, in order to be reimbursed for the ATM fee, a traveler shall be in travel status overnight or be eligible for the entire daily meal reimbursement. The ATM receipt or copy of the state contracted corporate card billing shall be submitted with the travel claim.
- 1.9 Frequent flyer miles accrued during State travel shall only be used for subsequent State travel.
- 1.10 The C-Card cardholder shall:
 - 1.10.1 File all claims for travel expense reimbursement by submitting an Employee Travel Claim, DOA Form GAO-503-EZ (Attachment C,) to the Business Office.

- 1.10.2 Be billed directly by the State Contractor for all charges.
- 1.10.3 Be responsible for all payments to the State Contractor. Payment is to be made by the due date. Interest charges and/or late payment fees will not be reimbursed by the State.
- 1.10.4 Be responsible for reporting lost C-Cards to American Express.
- 1.10.5 Resolve disputes on billings.

505.07 TRAVEL - OUT OF STATE - Employees who have been authorized to travel out-of-state on state business shall adhere to the following procedures.

- 1.1 Before travel, the employee requesting to travel shall complete and submit an Out of State Travel Approval, ADOA Form GAO509. (Attachment D.)
 - 1.1.1 A letter of justification shall be submitted for any special circumstances identified in accordance with section 505.07, 1.2.
 - 1.1.2 A letter of justification and a completed Vehicle Rental Justification Worksheet, Attachment E, is required for vehicle rentals. Use of rented vehicles shall be limited to instances where it is to the advantage of the State and not for the personal convenience of the traveler.
 - 1.1.2.1 The ADOA Accounting Manual outlines the criteria for determining the size of the rented vehicle. Special circumstances that require renting a larger vehicle shall be included in the justification.
 - 1.1.2.2 When an employee has requested the rental of a larger vehicle, the employee's Division Director, or if applicable the Deputy Director, shall forward the justification packet to the Director or designee for approval or disapproval. The Director or designee shall return it to the appropriate Business Administrator who shall return the packet to the employee.
 - 1.1.3 All supervisors through the chain of command to the Warden, Bureau Administrator or if appropriate, the Division Director or Deputy Director, shall approve or disapprove the travel packet, which consists of the Out-of-State Travel Approval and applicable documents described above.
- 1.2 Special Circumstances
 - 1.2.1 ADOA approval is required for lodging charges in excess of established limits.
 - 1.2.1.1 The requesting Division Director or the Deputy Director shall forward the request, including a letter of justification, to the Division Director for Support Services. The letter shall address the cost savings and benefit to the State that are to be realized if the special circumstances are approved.
 - 1.2.1.2 The Division Director for Support Services or designee shall obtain approval from the ADOA. Upon receiving approval the Division Director or designee shall return the request to the appropriate Business Administrator who shall forward it to the employee.

- 1.2.2 The Director or designee shall approve:
 - 1.2.2.1 Travel advances issued from the Arizona Financial Information System.
 - 1.2.2.2 Car rental for out-of-state trips.
 - 1.2.2.3 The use of state transportation equipment for out-of-state travel on state business.
 - 1.2.2.4 The use of privately-owned vehicles for out-of-state travel on State business.
 - 1.2.2.5 The use of chartered, privately-owned or rented aircraft.
- 1.3 For travel arrangements, the traveler or designated Travel Coordinator shall:
 - 1.3.1 Contact ADTRAV to obtain quotes for all applicable travel related services such as air, ship, rail, lodging and car rental. Failure to comply with these requirements may result in denial of reimbursement for travel expenses by ADOA.
 - 1.3.2 Check Attachment H for the effective dates for mandatory use of ADTRAV and the allowed modes of payment for air travel, train fare, hotel lodging and car rental.
 - 1.3.3 Complete a RFP for all travel-related expenses (hotel, per diem, air fare, train fare, car rental) in the name of the employee shall be prepared and submitted to the Business/Central Office Accounting. Payments shall be made to the appropriate vendor for these RFPs.
 - 1.3.4 Obtain authorized travel advances as outlined in the Arizona Accounting Manual. Travel advance requests shall be submitted to the budget unit supervisor 10 days prior to travel.
 - 1.3.5 Send the travel packet and the RFPs to the appropriate Business Administrator.
 - 1.3.5.1 The Business Administrator or designated Travel Coordinator shall obtain a Purchase Order number from Central Office Accounting and order the reservation and/or booking of the travel purchase with ADTRAV.
- 1.4 For conferences, the following steps shall be taken in addition to those already listed in this Department Order.
 - 1.4.1 Complete a RFP for the cost of the conference and indicate if the conference fees will be prepaid or direct billed.
 - 1.4.2 Contact ADTRAV for comparable or cheaper conference accommodations within a selected radius of the conference.
 - 1.4.3 Register for the conference and arrange for payment with the budget unit supervisor if prepayment is required.

1.5 After Completion of Travel - Within five work days, the employee shall complete and submit the travel claim form, conference brochure, approved Out-of-State Travel Approval document and approved applicable documentation (Off-Contract Purchase Authorization-Travel document, a justification for any exception, a justification for vehicle rental, the Vehicle Rental Justification Worksheet, and/or justification for a rental of a larger vehicle) to the supervisor.

1.5.1 Failure to submit the travel claim timely may result in denial of payment if appropriated funds are not available.

1.5.2 The supervisor shall submit the packet to the appropriate Business Administrator who shall forward it to the Financial Services Bureau for payment. Travel packets for employees assigned to Offender Operations shall be forwarded to the Offender Operations Business Administrator for final approval prior to submission to the Financial Services Bureau.

505.08 DELEGATION OF AUTHORITY FOR TRAVEL

1.1 The approval authority of out-of-state travel shall be granted to the appropriate Division Director.

1.2 The approving authority for travel advances issued from the Arizona Financial Information System (AFIS/USAS) shall be delegated to Division Directors, Administrators, Wardens, or the Deputy Warden at stand alone units such as; Globe, Ft. Grant, etc.

1.2.1 Travel advances from a revolving fund shall receive written approval from the Financial Services Unit Administrator.

1.3 Division Directors shall be the approving authorities for car rental on out-of-state trips.

1.4 The Chief Financial Officer shall be the approving authority for applications submitted for the State Contracted Corporate Card and ATM limits.

1.5 The Deputy Director or Division Directors shall be the approving authority for the use of private motor vehicles for out-of-state travel on State business.

1.6 The Deputy Director or Division Directors shall be the approving authority for the use of State transportation equipment for out-of-state travel on State business.

1.7 The Director shall be the approving authority for the use of chartered, privately owned or rented aircraft for out-of-state travel on State business.

505.09 PROFESSIONAL SOCIETY DUES AND LICENSES

1.1 Requests for membership in professional societies and for professional licenses in the name of the Department and/or an institution shall be processed in accordance with Department Order #301, Fiscal Management.

1.2 The Department may pay for personal membership in professional society dues and for professional licenses for employees below Grade Level 21, when approved by the appropriate authority as outlined in Department Order #301, Fiscal Management.

505.10 REIMBURSEMENT OF PERSONAL FUNDS

- 1.1 Prior to obligating the Department through the expenditure of personal funds, the employee shall obtain approval from the appropriate Budget Unit Manager or designee.
- 1.2 The employee expending personal funds shall provide the Budget Unit Manager or designee with the original invoice or receipt for the goods/services purchased in order to receive reimbursement.
- 1.3 The employee may be reimbursed from the Budget Unit's Revolving Fund, if funds are available. The check number, date, and "Revolving Fund" shall be recorded on the invoice/receipt to validate the expenditure.
- 1.4 The employee may be reimbursed by a warrant received as a result of a claim submitted by the Budget Manager or designee to the Financial Services Unit for payment.
- 1.5 The invoice/receipt shall be signed by an authorized signer prior to a claim being processed to reimburse the employee.
- 1.6 The invoice/receipt shall be attached to the file copy of the claim in the Budget Unit or appropriate accounting section for audit purposes.

IMPLEMENTATION

Within 90 days of the effective date of this Department Order, the Division Director for Support Services shall ensure that the appropriate Business and Finance Technical Manuals are updated to meet the requirements outlined.

DEFINITIONS

AUTHORIZED MOVE - A move of an eligible employee (employed by the state for six months) to a new work location that is 50 or more miles from his or her current work location and residence.

BUDGET UNIT MANAGER - The staff member at the various levels of supervision who is responsible for budget development or input; developing or implementing controls for allocated funds; approving or signing as authority for expenditures, encumbrances and obligations of allocated funds.

EMPLOYEE HOUSING - Any structure, real estate, or land that is:

- Owned by, leased by, or under the authority of the State.
- Used principally as a domicile site by employees.
- Provided to employees at specified locations, consistent with an Employee Housing Agreement.

HOUSING COMMITTEE - Includes a Chairperson and up to 11 members, including the Chief of Security and the Maintenance Supervisor, appointed to a standing committee by the Warden of each institution with employee housing. This committee establishes eligibility criteria for the selection of residents, sets standards of conduct for residents, resolves issues involving employee housing, and performs other duties specified in the Employee Housing Agreement.

MAJOR APPLIANCE

- **Department-Furnished Appliance** - Refrigerators and kitchen stoves, the only appliances that the Department may furnish in employee housing.
- **Employee-Furnished Appliance** - Devices or instruments for household use, such as clothes washing machines, clothes dryers, dish washers, window or room air conditioners, and portable evaporative coolers that employees may provide for their personal use while residing in employee housing.

PARKING FACILITY ACCESS CARD - A card with a magnetic strip that grants access to the Madison Street Parking Facility at 15th Avenue and Madison Street.

PERMIT - A decal, with a color and letter code, that designates a parking lot assignment, which must be appropriately displayed on a vehicle that an employee parks in a parking area at the Central Office.

PURCHASING CARD (P-CARD) - A card provided through State contract to State employees, State organizations, or state departments for the purpose of conducting purchases or payment activities for a valid public purpose.

RESIDENT - An employee, and any of the employee's dependents or others, who reside either temporarily or permanently in employee housing.

RESTRICTED PARKING - Parking spaces for which appropriate permits are required. Restricted parking includes areas or spaces for:

- **CENTRAL OFFICE EMPLOYEES** - The parking assignment varies according to the work location.
- **BUILDING SERVICES STAFF** - For visiting couriers, agency couriers, maintenance personnel and commercial vendors.
- **DISABLED EMPLOYEES** - For employees with physical handicaps and a vehicle with license plates or temporary permits that indicate a disability. (Spaces marked "Handicapped Visitor Parking Only" are provided for visitors with physical handicaps who park a vehicle with license plates or temporary permits that indicate a handicap.)
- **RESERVED PARKING** - For employees who have been assigned a permanent parking space at the Director's request.
- **RIDESHARE PARKING** - For employees who participate in the Capitol Rideshare Program.
- **TEMPORARY RESERVED PARKING** - For an employee for whom a parking space is temporarily assigned, usually while the employee is recovering from an illness or injury.

STATE CONTRACTOR - For the purpose of this Department Order, ADTRAV.

STATE CONSUMER CARD (C-CARD) - An employee liability credit card provided through State contract to State employees that may be used to purchase car rentals, meals, and incidental expenses related to State travel.

STATE CONTRACTED CORPORATE GHOST CARD - A corporate account number (not a physical card) provided through State contract to State agencies. The ghost card is to be used to finance the cost of airfare for travel on official State business.

STATE CONTRACTED TRAVEL AGENT - A travel agent with which the State has contracted to provide travel related services. All airfare, room reservations and car rentals shall be made by the State contracted travel agent.

UNIFORM ALLOWANCE - Allocated funds issued to specified Correctional series personnel, to be used for the purchase, maintenance and replacement of uniforms, including patches.

UNIFORM MAINTENANCE - Includes routine cleaning and pressing, and repair of damaged uniforms that are caused by normal wear and age. Uniforms shall be maintained to present a neat professional appearance at all times.

UTILITY SERVICE - Electricity, telephone, natural gas, liquid petroleum gas or cable television service delivered by a public or private utility, or by the Department, to employee housing.

{Original Signature on File}

DORA SCHIRO
DIRECTOR

ATTACHMENTS

- Attachment A - Employee Housing Rules
- Attachment B - Employee Housing and Utility Rate Schedules
- Attachment C - Employee Travel Claim DOA Form GAO-503-EZ
- Attachment D - Out-of-State Travel Approval, DOA Form GAO-509
- Attachment E - Vehicle Rental Justification Worksheet
- Attachment G - Moving Reimbursement
- Attachment H - Travel Reservations and Payment Methods
- Attachment I - ADTRAV Travel management Arizona Agencies Fee Schedule for Travel Services

FORMS LIST

- 505-2, Request for Moving Expenses
- 505-4, Employee Housing Agreement
- 505-5, Employee Housing Application
- 505-8, Checklist and Rating schedule for Apartments and Houses

AUTHORITY

A.R.S. 41-791 et seq, Regulation of Traffic and Parking on State Property.

A.A.C. R2-6-101 et seq, Traffic and Parking.

**ATTACHMENT A
DEPARTMENT ORDER 505**

EMPLOYEE HOUSING RULES

The following are general rules for employee housing at all institutions that maintain employee housing or mobile home spaces.

CONDUCT - Employees and their families who reside in State residences or use State mobile home spaces shall conduct themselves as good neighbors and representatives of the Department. If residents cannot resolve among themselves complaints pertaining to behavior, a written complaint shall be filed within five work days with the Warden or Deputy Warden clearly outlining the complaint.

INVESTIGATIONS - Alleged violations of housing rules shall be investigated by the housing authority. Alleged employee misconduct, or alleged violations of Department Orders, shall be referred to the Inspector General and the local law enforcement authority.

SPEED LIMITS - The speed limit shall not exceed 15 miles per hour in employee housing areas. Exceptions for local conditions may be imposed.

FIRE REGULATIONS - Residences shall conform to local and State fire codes, and related Department Orders.

FIREARMS/WEAPONS - Firearms and weapons kept in employee housing on or adjacent to institutional property shall be locked in an approved gun safe or stored in the institution armory.

MAINTENANCE/APPEARANCE - Occupants of staff housing shall ensure that lawns and assigned housing perimeters are kept in such condition as to enhance the general appearance of the institution. Exterior building maintenance and painting of staff housing units shall be the responsibility of the maintenance staff.

CONSTRUCTION/ALTERATIONS - No storage sheds, car ports, patio covers or landscaping shall be added without prior approval of the housing committee.

GUESTS - Overnight guests are allowed, but only individuals listed on the housing application shall be permanent residents.

GARDENS - Gardens are allowed, but shall be in or adjacent to the yard, and shall be approved by the housing committee and in compliance with Executive Order 2004-28, Implementation of Statewide 5% Water Use Reduction Plan. Gardens are restricted to only those who have a metered water system and pay their own water cost.

INTOXICANTS - Discretion shall be observed in the use of intoxicating beverages in staff housing.

NOISE - Excessive noise shall not be tolerated and shall be investigated by the housing committee.

MOBILE HOMES - Privately owned mobile homes situated on State-owned spaces shall be the appropriate size for the space provided, and shall meet the same maintenance and appearance standards as State-owned structures.

EMPLOYEE HOUSING AND UTILITY RATE SCHEDULES

I. **RENTAL FEE SCHEDULE** - All fees are deducted from the employee's paycheck in accordance with the Employee Housing Agreement.

HOUSE OR APARTMENT GROSS EXTERIOR SQUARE FOOTAGE	MONTHLY RENTAL CHARGE
0 - 500	\$20
501 - 1000	\$30
1001 - 1500	\$40
1501 - 2000	\$50
2001 - 2500	\$60
2501 - 3000	\$70
3001 - 3500	\$80
3501 - 4000	\$90

TRAILER PAD FOR EMPLOYEE-OWNED HOME	MONTHLY RENTAL CHARGE ¹
ALL SIZES	\$10

STATE-OWNED TRAILER GROSS EXTERIOR SQUARE FOOTAGE	MONTHLY RENTAL CHARGE
0 - 500	\$15
501 - 1000	\$25
1001 - 1500	\$35
1501 - 2000	\$45
2001 - 2500	\$55
2501 - 3000	\$65
3001 - 3500	\$75
3501 - 4000	\$85

A.) **DISCOUNTED RATE FOR ASPC-SAFFORD - FORT GRANT**

Because of the distance to grocery stores, restaurants, laundromats and other conveniences not available within 30 miles of Fort Grant, rental rates shall be discounted by 50%. The \$5 charge for water/sewer/refuse is non-discountable, as are electric and gas charges.

B.) **DISPOSITION OF RENTAL FEES COLLECTED**

Until further notice, rental fees collected shall be deposited into the General Fund.

¹ The rental fee includes a non-discountable \$5 per month charge for domestic water, sanitary sewer and refuse pickup.

**ATTACHMENT B
DEPARTMENT ORDER 505
PAGE 2**

II. UTILITY RATES - All fees are deducted from the employee's paycheck in accordance with the Employee Housing Agreement.

A.) ELECTRICITY - Until meters are installed, interim electric rates will be based on actual square footage of the living unit, times the costs per month appearing below.

AIR CONDITIONED	EVAPORATIVE COOLED
ASPC-FLORENCE - \$0.100	\$0.060
ASPC-DOUGLAS - \$0.072	\$0.043
ASPC-SAFFORD - \$0.084	\$0.050
ASPC- SAFFORD -FORT GRANT - \$0.060	\$0.036

The values shown are cost per square foot per month based upon the actual gross livable area of the unit. They have been adjusted based upon the elevation of the institution.

B.) GAS - Until meters are installed, interim gas rates are as follows:

HOUSE, APARTMENT, OR MODULAR GROSS EXTERIOR SQUARE FOOTAGE	MONTHLY RATE
0 - 500	\$5
501 - 1000	\$5
1001 - 1500	\$10
1501 - 2000	\$10
2001 - 2500	\$10
2501 - 3000	\$15
3001 - 3500	\$15
3501 - 4000	\$15

C.) DISPOSITION OF UTILITY FEES COLLECTED - Fees collected for electric and gas usage shall be applied toward the institution's electric or gas bill.

**STATE OF ARIZONA
OUT- OF- STATE TRAVEL APPROVAL REQUEST**

In accordance with A.R.S. § 38-626A, approval is requested for the following out-of-state travel:

EMPLOYEE NAME	TRAVEL STATUS (DATES & TIMES)	
	Begin	End

PURPOSE OF TRAVEL AND LOCATION:

ESTIMATED COSTS (for Agency approval only)			
Transportation: If air fare is encumbered separately then show REF Doc Number: _____			
And Amount: \$ _____			
<u>Comp Object</u>	\$	<u>Comp Object</u>	\$
Air Fare	6611	Out-Of Country Per Diem	6651
Rental Vehicle	6621	Boards/Commissioners	6661
Lodging	6631	Other Misc.	6699
Meal/Incidentals	6641		
subtotal transportation costs	\$	subtotal other costs	\$
		ESTIMATED TOTAL COSTS	\$

REMINDER: Individual costs equal to or greater than \$1,000.00 must be encumbered.

AGENCY HEAD OR DESIGNEE SIGNATURE AND DATE

WHEN EXCEPTIONS TO POLICY ARE ANTICIPATED, FORWARD THIS APPROVAL FORM WITH AN EXCEPTION MEMO ATTACHED TO THE ADOA STATE COMPTROLLER.

FROM: _____
AGENCY NAME

The Arizona State Travel Policy requires that a formal request for approval be submitted when any of the below listed travel conditions are anticipated: Circle those that apply.

- I. Lodging charges in excess of policy limits
- II. Use of State owned equipment out of country
- III. Use of private vehicle out of country

STATE COMPTROLLER - DEPARTMENT OF ADMINISTRATION

VEHICLE RENTAL JUSTIFICATION WORKSHEET

EMPLOYEE NAME: _____ AGENCY: _____
AIRPORT LOCATION: _____ (city) _____ (state) _____
CONFERENCE HOTEL _____ (circle one) _____ (state) _____
DATES OF TRAVEL: _____

Vehicle Rental Justification:

Base rental cost plus tax _____ Fuel cost: _____ Parking fees: _____ Number of days: _____ Total rental vehicle costs: _____
Approximate taxi/shuttle costs: _____

Shuttle Costs to and from Airport to Hotel:

Taxi Mileage from Airport to Hotel: _____ mi. to (address) _____ TAXI FARE @ _____ per mile = _____
Taxi Mileage from Hotel to Meeting: _____ mi. to (address) _____ @ _____ per mile = _____
Taxi Mileage from Meeting to Meeting: _____ mi. to (address) _____ @ _____ per mile = _____
Taxi Mileage from Meeting to Hotel: _____ mi. to (address) _____ @ _____ per mile = _____
Taxi Mileage from Hotel to Airport: _____ mi. _____ @ _____ per mile = _____

Total taxi/shuttle costs: _____

COMPARE TOTAL VEHICLE RENTAL COSTS TO TOTAL TAXI/SHUTTLE COSTS
Traveler is requesting a mid-size or larger vehicle

Number of passengers including driver: _____

Number of pieces of luggage _____ Number of pieces of other materials (specify # and size) _____

Additional Comments:

Other: additional facts or circumstances, if necessary may be attached _____

Moving Reimbursement

	Paid On-Duty Time	Lodging	Meals	Mileage	Procurement and Payment Process	Moving Supplies
Before the move						
Making arrangements for sale of current residence	up to 40 hours total for 1 and 2	Not Eligible	Not Eligible	Not Eligible		
For house hunting (must meet the requirements of being in travel status)		up to 5 nights	up to 5 days of per diem	up to 2 round trips (current State Rate)		
For the actual move and for the employee to become established in the new residence						
One of three options must be selected		Mileage at the Current IRS rate (Contact the Financial Services Bureau)				
Using privately-owned vehicle	up to 40 hours	One night	Not Eligible	up to 3 round trips		up to \$250 must provide receipts
Using rental truck or trailer	up to 40 hours	One night	Not Eligible	1 one-way trip for privately owned vehicle	Receiving Business Office shall issue a P.O. for truck and/or trailer rental. Employee should submit receipts for gas purchase reimbursement	up to \$250 must provide receipts
Using commercial mover	up to 40 hours	One night	Not Eligible	1 one-way trip for privately owned vehicle	Employee shall obtain three quotes and submit them to the receiving Business Office. The receiving Business Office shall notify the employee and issue a P.O. to the selected vendor.	None
Moving Mobile Home						
	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Employee shall obtain three quotes and submit them to the receiving Business Office. The receiving Business Office shall notify the employee and issue a P.O. to the selected vendor.	None

Travel Reservations and Payment Methods

		Airfare and Train fare	Hotel Lodging	Car Rental
June 1, 2005 through June 30, 2005				
In State Travel	Who to contact for Reservations	ADTRAV, contact airlines directly or travel websites	ADTRAV, contact hotels directly or travel websites	Use state vehicle except when specially authorized
	Pay Using	Ghost P-Card, Direct bill, personal credit card, Diners Club Card, C-Card, personal funds	Direct bill, personal credit card, Diners Club Card, C-Card, travel advance, personal funds	C-Card, Diners Club Card, personal credit card, personal funds
Out of State Travel	Who to contact for Reservations	ADTRAV Full Service Reservations *	ADTRAV Full Service Reservations *	ADTRAV Full Service Reservations *
	Pay Using	Ghost P-Card	Direct bill, personal credit card, Diners Club Card, C-Card, travel advance, personal funds	C-Card, Diners Club Card, personal credit card, personal funds
July 1, 2005 through September 30, 2005				
In State Travel	Who to contact for Reservations	ADTRAV, contact airlines directly or travel websites	ADTRAV, contact hotels directly or travel websites	Use state vehicle except when specially authorized
	Pay Using	Ghost P-Card, Direct bill, personal credit card, C- Card, personal funds	Direct bill, personal credit card, C-Card, travel advance, personal funds	C-Card, personal credit card, personal funds
Out of State Travel	Who to contact for Reservations	ADTRAV Full Service Reservations * or ADTRAV online (web address not yet available)	ADTRAV Full Service Reservations * or ADTRAV online (web address not yet available)	ADTRAV Full Service Reservations * or ADTRAV online (web address not yet available)
	Pay Using	Ghost P-Card	Direct bill, personal credit card, C-Card, travel advance, personal funds	C-Card, personal credit card, personal funds
October 1, 2005 and Forward				
In State Travel	Who to contact for Reservations	ADTRAV Full Service Reservations * or ADTRAV online (web address not yet available)	ADTRAV Full Service Reservations * or ADTRAV online (web address not yet available)	ADTRAV Full Service Reservations * or ADTRAV online (web address not yet available)
	Pay Using	Ghost P-Card	Not yet determined	C-Card, personal credit card, personal funds
Out of State Travel	Who to contact for Reservations	ADTRAV Full Service Reservations * or ADTRAV online (web address not yet available)	ADTRAV Full Service Reservations * or ADTRAV online (web address not yet available)	ADTRAV Full Service Reservations * or ADTRAV online (web address not yet available)
	Pay Using	Ghost P-Card	Not yet determined.	C-Card, personal credit card, personal funds

* ADTRAV Full Service Reservations can be made via phone 1 866 862-3952, email aztravel@adtrav.com, fax 1 205 959-4217

**ADTRAV Travel Management
Arizona Agencies
Fee Schedule for Travel Services**

Transaction Type	Service Fee
Online Reservations (Available July, 2005)	
Airline Reservations Only	\$9.00
Airline Reservations, including, Car rental and/or hotel reservations	\$9.00
Car and/or Hotel only reservations	\$5.00
Full Service Reservations (made via phone, email, or fax)	
Airline Reservations	\$32.00
Car and/or Hotel reservations only	\$0.00
Agent Assisted Bookings (Reservations started online but requiring agent intervention)	
Airline reservations with car and/or hotel reservations	\$20.00

Note: When your reservation includes airline tickets, make your reservations online. The entire service charge will be \$9.00 when made online versus \$32.00 when made on the phone, fax, or email.

When your reservation is strictly for hotel lodging and/or car rental, make your reservation using the telephone, fax, or email. The service charge will be free when made on the phone, fax, or email. It will be \$5.00 when made online.