

CHAPTER: 300

Business/Budget

DEPARTMENT ORDER:

310 – Travel

**OFFICE OF PRIMARY
RESPONSIBILITY:**

AS

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Arizona Department of Corrections

Department Order Manual





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PURPOSE

This Department Order establishes requirements, guidelines, and eligibility for employee travel in accordance with the Arizona Department of Administration (ADOA) General Accounting Office (<https://gao.az.gov/>).

APPLICABILITY

This Department Order applies to all Department employees requesting travel reimbursement and/or traveling on State business. For all other inquiries including current meal and incidentals reimbursement rates and charges, please refer to the State of Arizona Accounting Manual (SAAM) Topic 50.

PROCEDURES

1.0 EMPLOYEE TRAVEL – GENERAL REGULATIONS

- 1.1 Employees in travel status shall adhere to the State Travel Regulations outlined in the SAAM.
- 1.2 Employees are responsible for ensuring they understand these regulations prior to traveling on State business.
- 1.3 Employees traveling for the State shall request travel accommodations through their designated Business Office.
 - 1.3.1 The Central Travel Account (CTA) Ghost Card holder or designees shall book all accommodations for employee travel in accordance with the SAAM.
 - 1.3.2 The designated Business Office shall pay for the allowed room rate/applicable taxes using the hotel issued credit card authorization form. This form shall be submitted to the hotel prior to travel. Other incidental charges shall be paid for by the employee at checkout (i.e., room service, WIFI, laundry service, parking, etc.).
- 1.4 Department employees and supervisors submitting/approving ADOA Travel Claims, Form GAO-503-EZ, for reimbursement shall certify the expenditure(s)/transaction(s) is for a valid public purpose and is consistent with all applicable statutes, laws, appropriations, grants and contracts.

2.0 TRAVEL TO COTA AND TUCSON AREA

- 2.1 Events, Training and Meetings – Employees traveling to Tucson and neighboring areas are encouraged to stay at the Correctional Officers Training Academy (COTA) and eat their meals at COTA.
 - 2.1.1 Lodging – There will be no hotel reimbursements for the Greater Tucson area, except if an employee is required to be at a destination other than COTA or when there are no single-room vacancies available at COTA. Documentation shall be submitted with a travel claim to justify why an employee could not stay at COTA.
 - 2.1.1.1 When booking lodging outside of COTA, the designated Business Office shall book accommodations according to the rate for the Tucson area in accordance with the SAAM.

- 2.1.1.2 When booking travel to COTA, the rooms shall be reserved by the designated Business Office.
- 2.1.2 Meals – Employees shall pay for eating meals at COTA, except as provided in Section 2.2 as outlined in this section. For employees in travel status, meal reimbursement requests shall be submitted on a travel claim to the designated Business Office, and shall be reimbursed for actual expenses paid up to the allowed maximum Tucson rate in accordance with the SAAM.
 - 2.1.2.1 Employees in travel status who are unable to eat their meals at COTA shall pay for their meals and will be reimbursed for actual expenses paid up to the allowed maximum in accordance with the SAAM.
- 2.2 COTA Basic Cadet Curriculum/Authorized COTA-Paid Meals – Cadets attending COTA basic cadet curriculum, COTA Advisors, and COTA class instructors who are eating at COTA for the convenience of the Department, may have their meal paid for by the Department by providing their name. For purposes of this section, “for the convenience of the Department” means by eating at COTA, the employee is providing a benefit to the Department by being on-site (i.e., class schedules can be maintained by not having to travel off site for meals).
- 2.3 Intergovernmental Agreements – Non-ADC employees attending COTA for training authorized by an Intergovernmental Agreement approved by the Administrative Services Division, Procurement Bureau, may have their meals paid by COTA, if specified in the terms of the Agreement.
- 2.4 COTA Instructor and Advisor Travel – This section pertains only to employees who are assigned as COTA Instructors and Advisors.
 - 2.4.1 COTA Instructors and Advisors are compensated for their commute for the Sunday that they drive to COTA to report on Monday of week one of their seven-week assignment and on the last Friday when they leave COTA for home (graduation day).
 - 2.4.1.1 Instructors and Advisors are compensated for the Friday commute to COTA for Orientation; however, that time should be flexed during that work week at the Instructor’s and Advisor’s unit. The Friday commute time should be part of the 40 regular hours, unless the Complex agrees to compensate for extra hours.
 - 2.4.2 When the Instructor or Advisor uses a Privately Owned Vehicle (POV), they may be reimbursed for miles traveled, less commuting miles. The reimbursement will cover the round trip on the orientation day, first day of the assignment to COTA, and the last Friday leaving COTA.
 - 2.4.3 Instructors and Advisors shall not be compensated for weekend travel to and from home.
 - 2.4.4 The use of a state vehicle during the weekend is limited while at COTA for the seven week assignment. All trips should be logged in the vehicle book. The following uses are allowed:

2.4.4.1 To obtain food, medicine, or barber services within 20 miles of COTA.

2.4.4.2 To drive to a medical facility for illness or injury.

2.4.5 All meals for COTA Instructors and Advisors over the weekend are reimbursed at 50% of the amount allowed for Tucson.

3.0 OUT-OF-STATE TRAVEL

3.1 Out-of-State Travel – Employees who have been authorized to travel out-of-state on State business shall adhere to the following procedures, in addition to the regulations published in the SAAM. Locations that are within 100 miles of the Arizona border may be deemed as occurring in-state based upon the lodging and meal reimbursement rates in the area of travel.

3.1.1 Out-of-State Travel

3.1.1.1 Where total cost per traveler is less than \$5,000:

3.1.1.1.1 Prior to booking travel, the requesting employee shall complete and submit an out-of-state ADOA Travel Approval, Form GAO509, to the designated Business Office.

3.1.1.1.2 The appropriate Division/Assistant Director is the approving authority for out-of-state travel, less than \$5,000.

3.1.1.2 Where total cost per traveler and/or total trip cost are anticipated to equal or exceed \$5,000, approval shall be obtained from the Director or Deputy Director regardless of prior approval by chain of command.

3.1.2 Out-of-State Travel – Reimbursement Claims and Lodging

3.1.2.1 Employees shall submit meal and incidentals reimbursement claims for approved out-of-state travel and shall adhere to the policies and regulations set forth in the SAAM.

3.1.2.2 Lodging shall be booked by the employee's designated Business Office and shall adhere to the rates, policies, and regulations set forth in the SAAM.

3.1.3 Exceptions to these policies, including but not limited to, approving rates for lodging charges in excess of established limits, should be infrequent and requested in advance. A request for an exception shall be submitted in writing to the Chief Financial Officer for his/her approval. Upon approval, the request shall be submitted to the State Comptroller.

3.2 Conferences – Business Offices shall adhere to this Department Order and the SAAM when booking travel for employees attending out-of-state conferences.

3.2.1 Employees attending conferences shall book travel accommodations through their designated Business Office.

- 3.2.1.1 Employees shall request attendance for out-of-state conferences to their immediate supervisor.
- 3.2.1.2 Employees shall provide a copy of the conference brochure to their designated Business Office prior to booking travel in addition to the required approval items.
- 3.2.1.3 Travel claims shall be submitted within five working days after travel is completed and will be reimbursed based on the travel area rate as outlined in the SAAM.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms

AUTHORITY

A.R.S. Title 38, Chapter 4, Article 2 Reimbursement for Expenses