

ARIZONA DEPARTMENT OF CORRECTIONS

Director's Office

MEMORANDUM

TO: Distribution

FROM: Dora Schriro, Director

DATE: July 10, 2006

SUBJECT: Director's Instruction # 246, Out-of-State Travel Approval Requirements

In an effort to closely monitor out-of-state travel expenditures by State agencies and to ensure that these incurred costs are consistent with the agency's statutory mission, comply with State Law, are in the public's best interest, and that the benefit of such expenditures demonstrably outweighs the cost, GAO has introduced changes in the out-of-state travel policy. The new procedures are detailed in Technical Bulletin No. 05-16 issued March 31, 2006 and effective May 1, 2006. They are as follows:

1. Regardless of the funding source from which out-of-state travel costs will be paid, whether it be Federal, State or other source, forms GAO-509 and GAO-509S, signed by the Director or designee must be submitted to the State Comptroller for approval if one or both of the following conditions are true:
 - a. the total out-of-state travel cost can reasonably be expected to equal or exceed five thousand dollars (\$5,000), or
 - b. the out-of-state travel will require sending three (3) or more individuals from the agency.
2. Forms GAO-509 and GAO-509S may be found on the GAO website under the link <http://www.gao.state.az.us/onlineforms/>.
3. Form GAO-509 must be submitted to the Director or designee for prior approval on all out-of-state travel requests. If the out-of-state travel does not require the approval of the State Comptroller, the Director or designee shall forward the approved form to the Business Office for processing.
4. If out-of-state travel also requires the approval of the State Comptroller, forms GAO-509 and GAO-509S must be forwarded to the Chief Financial Officer who in turn will submit them to the State Comptroller. Forms GAO-509 and GAO-509S must be approved prior to the start date of such travel. Agencies should allow for at least two (2) business days' processing time at the GAO.

5. If the actual total out-of-state travel cost exceeds the estimated total out-of-state travel cost and the estimated total out-of-state travel cost would not have required the approval of the State Comptroller, the ADC must submit forms GAO-509 and GAO-509S through the Chief Financial Officer to the State Comptroller within fourteen (14) calendar days after conclusion of the travel. Form GAO-509, signed by the Director or designee, and a letter from Director or designee explaining the cost differences must be forwarded to the Chief Financial Officer.
6. Travelers shall always attempt to book out-of-state travel arrangements well in advance of the travel. For example, reduced airfares, hotel lodging rates and conference registration fees may be obtained when booking at least thirty (30), twenty-one (21) or even fourteen (14) calendar days in advance.
7. If a substitute is sent to conduct out-of-state travel in lieu of an individual who was originally scheduled to conduct the travel and either of the following two circumstances applies, forms GAO-509 and GAO-509S must be submitted to the Chief Financial Officer who will forward them to the State Comptroller for review within fourteen (14) calendar days after conclusion of the travel:
 - a. if the original total out-of-state travel cost did not require the approval of the State Comptroller, but sending a substitute would increase the total out-of-state travel cost to five thousand dollars (\$5,000) or more, or
 - b. if the original total out-of-state travel cost required the approval of the State Comptroller and sending a substitute would further increase the total out-of-state travel cost.
8. The ADC shall retain all approved forms GAO-509 and GAO-509S (if applicable) for audit purposes in accordance with the record retention requirements as established by the Arizona State Library, Archives and Public Records Department.
9. Travel to locations that are within one hundred (100) miles of the Arizona border may be deemed as occurring in-state or out-of-state. The Director or designee shall make this determination based upon the lodging and meal reimbursement rates in the area of travel.
10. The agency shall always consider, as a cost saving measure, a “train the trainer” option of sending one individual or a minimum number of individuals to a conference and then disseminating the information to others within the agency, thus avoiding the additional costs of sending multiple individuals. Copyrights are to be honored in all cases.
11. If an individual is required to travel outside of the United States for State business, the total out-of-country travel cost does not include any personal costs such as fees to obtain a passport or visa. Personal costs such as those are the responsibility of the individual.
12. These procedures are in addition to Department Order 505.07 (Travel – Out of State) and any established out-of-state travel related policies and procedures and will take precedence whenever a discrepancy exists.