

Arizona Department of Corrections

Director's Office

MEMORANDUM

TO: Distribution

FROM: Charles L. Ryan, Director

DATE: May 26, 2010

SUBJECT: Director's Instruction 274; Travel Reimbursement - **Revised**

PURPOSE

This Director's Instruction establishes procedures pertaining to Travel Reimbursement Rates, **effective July 1, 2010**. The purpose of this DI is to establish clear ADC guidelines for employees while in travel status, particularly in the Tucson area. **Employees traveling to Tucson and neighboring areas are encouraged to stay at the Correctional Officers Training Academy (COTA) facilities and eat their meals there.**

Hotel Expenses:

- 1.0 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. Documentation shall be submitted with a travel claim to justify why an employee could not stay at COTA.

Meal and Incidental Expenses (M&IE):

- 2.0 ADC employees shall pay for eating meals at COTA if they are attending a general meeting. A meeting is defined as "A gathering of individuals for the purpose of exchanging information, planning, training, or other activities where the majority of attendees are State employees; also a gathering of individuals where the purpose is to convey information to the general public."
- 2.1 ADC employees who are attending, teaching or assisting in teaching formal or specialized COTA curriculum (noted below), **and** who are eating at COTA for the convenience of ADC, may have their meal paid for by providing their name. For purposes of this section, "for the convenience of ADC" means by eating at COTA, the employee is providing a benefit to ADC by being on-site (for example, class schedules can be maintained by not having attendees travel for meals).

2.1.1 COTA Curriculum approved for meals provided for the employer's convenience, to be paid directly by the State.

- 2.1.1.1 TSU = Tactical Support Unit Academy
- 2.1.1.2 Chase Academy
- 2.1.1.3 K-9 Academy = Dog Handler training
- 2.1.1.4 Sergeants' Leadership Academy
- 2.1.1.5 PDP = Professional Development Program
- 2.1.1.6 CO III = Correctional Officer III Academy
- 2.1.1.7 CMA = Correctional Managers' Academy
- 2.1.1.8 CAA = Correctional Administrators' Academy
- 2.1.1.9 Co-hort = executive development seminar series
- 2.1.1.10 CCA = Community Corrections' Academy
- 2.1.1.11 Physical Plant Academy = OSHA 30 hour safety training
- 2.1.1.12 Sgt/Lt Leadership Academy (to be created)
- 2.1.1.13 Urinalysis Equipment Operator School
- 2.1.1.14 Firearms Instructor School
- 2.1.1.15 Armorer Academy
- 2.1.1.16 Instructor Certification Training/ train the trainer programs
- 2.1.1.17 National Institute of Corrections Workshops/Academies
- 2.1.1.18 American Correctional Association Workshops/Academies
- 2.1.1.19 24 hour Classification Certification
- 2.1.1.20 16 hour Disciplinary Hearing Coordinator Training
- 2.1.1.21 COTA Cadet Pre-service Training

3.0 In accordance with the GAO (General Accounting Office, State of Arizona) Travel Policy, an employee in travel status may be reimbursed for **actual** expenses paid for meals up to the allowed maximum.

The default maximum rate for Arizona is \$34.00 a day. (Breakfast - \$7.00, Lunch \$10.00, Dinner - \$17.00)

4.0 M&IE (meals and incidental expense) rates differ for different part of AZ. A reimbursement above the State default amount, up to the maximum M&IE rate according to the traveling area, will be reimbursed only when documented with receipts of expenses incurred.

State Reimbursement Rates from GAO State Travel Policy:

5.0 Reference website:

http://www.gao.gov/publications/SAAM/Supp_I_trvrates-012308.pdf

Reimbursement Qualifications:

- 6.0 M&IE and lodging threshold is 50 miles (effective January 1, 2008)
- 7.0 Meal reimbursement qualification will be based on the following matrix:
 - a. Six hours in travel status – one meal
 - b. Twelve hours in travel status – two meals
 - c. Eighteen or more hours in travel status – three meals

Meal cut off hours are as follows:

Travel Status Hours	Meal Consume Time	Breakfast	Lunch	Dinner
At least 6	12:00 am – 10:00 am	Yes	No	No
At least 6	10:01 am – 4:00 pm	No	Yes	No
At least 6	4:01 pm – 11:59 pm	No	No	Yes
At least 12	12:00 am – 4:00 pm	Yes	Yes	No
At least 12	10:01 am – 11:59 pm	No	Yes	Yes
At least 12	4:00 pm – 10:00 am	Yes	No	Yes
At least 18	12:00 am – 11:59 pm	Yes	Yes	Yes

{Original Signature on File}