

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: February 23, 2012

SUBJECT: Director's Instruction # 310, Modification of Department Order 505, Employee Benefits

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order #505, Employee Benefits, Sections 505.03, Moving; 505.06, Travel - General Regulations; 505.07 Travel - Out of State; 505.10, Reimbursement of Personal Funds and 505 Attachments C through I.

A.R.S. § 35-196.01 grants specific authority to agencies to spend monies to reimburse employees for reasonable relocations expenses related to management-initiated geographical reassignments of more than fifty miles. As with any expenditure of public monies, Agency Management has the responsibility of assuring that the benefits to be realized by the state from the reimbursement of an employee's moving expense substantially and demonstrably exceed the costs incurred. The policy set forth by the State General Accounting Office takes precedence over any similar guidelines that may have been in effect in any agency. Therefore the policy in the Arizona Accounting Manual posted on the General Accounting Web site (<http://www.gao.az.gov/publications/SAAM/SAAM-2s00-20011228.pdf>) should be followed for all employee relocation reimbursements.

Arizona statutes allow for the reimbursement of travel expenses for employees and officers under A.R.S. §38-621 through A.R.S. §38-637. Further, Arizona statutes authorize the Arizona Department of Administration to define and implement policies and procedures to administer these statutes. Therefore the policies and forms posted on the General Accounting Web site (<http://www.gao.az.gov/travel/default.asp>) should be followed for all employee travel issues.

The General Accounting Office published a Technical Bulletin in December of 2010 to establish policies to better control spending. This Technical Bulletin limits the types of expenditures for which employees may be reimbursed, and makes it mandatory for employee reimbursements to be processed in HRIS. <http://www.gao.az.gov/publications/tb/bulletins/tb1012.pdf>

{Original Signature on File}