



Steward Observatory Business Office

TRAVEL GUIDE

(Authorization Required for Domestic & Foreign Travel 30 days prior)



Link to online Fillable forms:

<https://www.as.arizona.edu/business-office-form>

Before Travel:

1. Travel: Plan & Finalize
2. Complete the following department travel forms:
 - Travel Types:
 - Domestic: Complete the SO-Domestic Travel Authorization
 - International: Complete the SO-Travel Authorization Form & Proxy registration / **Passport upload will be required for students**
 - UA International Travel Link: <https://ua-risk.terraddotta.com/>
 - Registration number required on Travel Authorization
3. Submit the Fully Signed & Completed Authorization to SO Business Office:
 - Email the completed Fillable Form to SO-Support@list.arizona.edu
4. Purchase: Airline Tickets, Conference Registration, & Misc Expenses
 - Check Out Department Credit Card: Business Office P-Card
 - Purchased with Personal Funds & get reimbursed via Travel Expense Form

Return from Travel:

1. Complete the SO-Travel Expense Form Within 30 days of Return
(All non-electronic receipts must submit original copies)
 - Attach Meal Expense: *(Only Reimbursed up to Gov't Per Diem Rates for both options)*
 - Meal Option One: Per Diem Allowance
(Calculated by Gov't Rate: State/City/County Lookup)
 - Meal Option Two: Itemized Food/Restaurants Receipts for actual Costs associated with the Trip
 - Attach Non-Meal Expense: *(All non-electronic receipts must submit original copies)*
 - All Itemized Related Travel Expense Receipts
(Ex. Hotel/Uber/Airline Exp./Shuttle/Rental Car)

Reference Information:

- 35 Miles from Duty Post Require a Travel Authorization
- 1st and last day of travel @ 75% of per diem
- With International Travel the “Fly America Act” Applies
- An Explanation is required for ALL Types of Upgrades
- Cost Comparisons are required at time of purchase if not a direct flight to primary & return destination or personal when travel is included
- Travel Advances are issued 5 days prior to trip departure
- Justification required for all Non-Employee/DCC travel
- All Meal Receipts must be itemized or will not be accepted by UA FSO
- Per Diem is primary & itemized Receipts are secondary
- If work days exceeds 30: Day 1 thru 7 will be reimbursed at the full policy rate & after it will be 50% meals / 25% lodging / 75% first & last day still applies
- Rental Car Insurance: Non-Reimbursable unless under the age of 25 or out of the country
- Alcohol is **NOT** reimbursable under any circumstance
- Travel NOT Involving an Overnight Stay: Meal reimbursement for +6 hours but less than 12 hours the limit is \$15; +12 hours the limit is \$27
- You can submit either gas receipts or mileage but not both
- Effective 01/09/23 mileage reimbursement is 62.5¢ per mileage.
- Effective 01/09/ State will not reimburse for up-charges for covered or inside parking

**Please contact the SO Operation Team if you have any questions or need assistance at
SO-Support@list.arizona.edu**

Links:

Travel Manual: <https://gao.az.gov/sites/default/files/5095%20Reimbursement%20Rates%20%20230109a.pdf>

Terradota: <https://ua-risk.terradata.com/>



Pre-Travel Budget

Traveler: WILMA WILDCAT
EID: 12345678

Travel Dates: 02/10/23 - 03/19/23
Working Days: 32
Personal Days: 6

**Weekends are considered personal unless stated on Travel Authorization as working days*

Destinations: NEW YORK, NY

**Multiple Destinations without returning to your Duty Post require an itinerary.*

Account Number: 1234567

Business/Research Purchase: CALABORATION ON COLLECTING DATA FOR UNIVERSITY
PROCESS & PROCEDURES RELATED TO RESEARCH TVL

Travel Budget:

Meals:	\$ 1,500.00
Lodging:	\$ 5,000.00
Total:	\$ 6,500.00

Note/Detail of Expense:

Based on NY Rate x32 working days
Lodging based on reservation for working days only

Traveler Approval: _____

Supervisor/PI Approval: _____

Fiscal Officer Approval: _____

Department Approval: _____



State of Arizona Accounting Manual

Topic 50 Travel Issued 01/09/23
Section 95 Maximum Mileage, Lodging, Meal, Parking and Page 1 of 30
Incidental Expense Reimbursement Rates

INTRODUCTION

This section SAAM establishes policies and procedures for travel-related matters that are infrequently encountered. All rates cited are for reimbursement of actual costs or mileage incurred while traveling on State business.

Mileage rates and lodging rates, under A.R.S. §§ 38-623 and 38-624, respectively, are established by the ADOA, reviewed by the JLBC, and published in SAAM by the GAO.

Effective dates of rates and other policy matters are shown in parentheses following section titles.

1. PERSONAL VEHICLE MILEAGE REIMBURSEMENT RATE (01/09/23)

Sixty-two and one-half cents (**62.5¢**) per mile.

2. PRIVATELY-OWNED AIRCRAFT MILEAGE REIMBURSEMENT RATE (11/15/06)

Ninety-nine and one-half cents (**99.5¢**) per mile.

Rate is based upon the shortest air routes from origin to destination. Landing and parking fees are reimbursable except those incurred at the location the aircraft is normally based.

Use of a privately-owned aircraft for State business requires the prior approval of the State Comptroller.

3. AIRPORT PARKING (01/09/23)

General Airport Parking Guidelines

While it is impractical to list parking rates for every airport in the country or even in the State, there are some general guidelines that all State travelers are to follow when parking at airports.

- Economy, long-term, off-premises parking serviced by shuttle is to be chosen when available.
- The State will not reimburse upcharges for covered or inside parking.
- Receipts with details will be required.

State of Arizona Accounting Manual

Topic 50 Travel

Issued 01/09/23

Section 95 **Maximum Mileage, Lodging, Meal, Parking and
Incidental Expense Reimbursement Rates**

Page 2 of 30

- In addition to base parking charges, employees will be reimbursed for any taxes, one-time fuel charges, or other non-optional fees that are imposed.
- Reservation fees are not reimbursable.
- Airport parking coupons may be available at a parking vendor's website and should be used when they result in a lower cost to the State.

Phoenix Airport Parking Facilities

For airport parking in Phoenix, a State employee may park wherever he finds it convenient to do so, but will only be reimbursed the lesser of the actual amount incurred or six dollars and fifty cents (\$6.50) per day base parking charges.

The ParkingSpot2—4040 E. Van Buren St., Phoenix, AZ (602) 286-9212, 24/7 service — and The Parking Spot South—3025 S. 48th St., Phoenix, AZ (602) 244-8888, 24/7 service — currently offers rates that comply with State reimbursement limits. Travelers must present or acquire a Spot Club Card to take advantage of the discounted rate. They can do so by joining the vendor's Spot Club online before any anticipated travel at (<https://theparkingspot.com/spot-club/sign-up?qCode=Stat1898>).

State employees may also obtain the Club Card from the parking lot cashier by showing their official State picture identification badge when leaving the parking lot; the traveler will then be given a Spot Club Card and the appropriate discount. This newly issued Spot Club Card is to be registered online (<https://theparkingspot.com/spot-club/sign-up>) within two business days of the card having been issued.

A State employee with a smart phone and a personal credit card can also sign up for the Parking Spot App (<https://theparkingspot.com/spot-club/sign-up?qCode=Stat1898>), using the company code Stat1898. The State employee is to use a personal credit card, not the Employee Travel Card (ETC) in connection with the Parking Spot App (this is because the Parking Spot App can be used for personal as well as official State business parking).

An employee's failure to acquire a Spot Club Card will not justify the granting of an exception from the reimbursement limitation.

Tucson Airport Parking Facilities

For airport parking in Tucson, a State employee may park wherever he finds it convenient to do so, but will only be reimbursed the lesser of the actual amount incurred or five dollars (\$5.00) per day base parking charges. The facilities listed below offer rates that comply with State reimbursement limits.

Quick Park Quick Shuttle

- 6448 and 6550 South Tucson Blvd., Tucson, AZ (520) 294-9000, 24/7 Service.

State of Arizona Accounting Manual

Topic 50 Travel

Issued 01/09/23

Section 95 **Maximum Mileage, Lodging, Meal, Parking and
Incidental Expense Reimbursement Rates**

Page 3 of 30

- 6840 and 6920 South Tucson Blvd., Tucson, AZ (520) 294-9000, 24/7 Service.

Tucson International Airport Parking -- Economy Parking

- 3034 E. Corona Rd. Tucson, AZ, 24/7 Service.

4. LONG-TERM SUBSISTENCE RATES (08/01/16)

Long-term subsistence involves at least thirty (30) days in travel status outside of a fifty (50) mile radius of both one's residence and duty post.

The lodging and meal reimbursement rates for the appropriate season and location may be reimbursed for up to the first seven (7) days of travel if arrangements for housing cannot be made before travel.

After this initial seven-day (7-day) period, meals will be reimbursed at the rate of fifty percent (50%) of the amounts allowed for full days contained elsewhere in this section of SAAM.

For example: A State employee is on a long-term assignment to Los Angeles, CA. The daily meal allowance in effect at the time for Los Angeles is fifty-four dollars (\$54). The amount of meal reimbursement that would be allowed while qualifying for a long-term subsistence allowance (i.e., after the initial 7-day period) in Los Angeles would be twenty-seven dollars (\$27) per day ($\$54 \times 50\% = \27).

After this initial seven-day (7-day) period, daily long-term lodging will be reimbursed at the rate of twenty-five percent (25%) of the amount allowed for a day's short-term lodging. The rate that will be allowed is that which is in effect at the location on the first day of the agreement or lease. The calculation is to be based on a thirty-day (30-day) month for each month of the lease.

For example: A State employee is on long-term assignment to Los Angeles, CA. After his initial seven (7) days in Los Angeles, he enters into a six-month (6-month) lease for an apartment. The lease begins on March 1 and runs through August 31. The lodging rate in effect on March 1 is one-hundred fifty-seven dollars (\$157) a night. The monthly rent the traveler may pay is one thousand one hundred seventy-seven dollars and fifty cents (\$1,177.50) per month ($\$157 \times 25\% \times 30$). This amount may be reimbursed during the course of the lease even though the short-term lodging allowance decreases by seven dollars (\$7) per night on April 1.

Amounts requested or required in excess of those derived in accordance with the formulas established herein require the approval of the State Comptroller.

5. LODGING AND FULL-DAY MEAL AND INCIDENTAL EXPENSE REIMBURSEMENT RATES FOR DESTINATIONS LOCATED IN ALASKA AND HAWAII OR OUT-OF-COUNTRY (01/09/23)

State of Arizona Accounting Manual

Topic 50 Travel

Issued 01/09/23

Section 95 Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates

Page 4 of 30

For the current Alaska, Hawaii and out-of-country rates, you may contact the GAO at gaotravel@azdoa.gov or visit the US Department of Defense (DoD) website. Go to the GAO Website travel page at <https://gao.az.gov/travel/welcome-gao-travel> and click on the “Current Out-of-Country / Alaska, Hawaii---Lodging and Meal Index” link to find the rates for the appropriate location.

To determine the allowable reimbursement rates using the DoD website, the following adjustments and computations must be made:

- Lodging rates, as posted on the DoD website, apply as a room rate without further modification. To these rates may be added any taxes or other charges imposed by local governmental jurisdictions.
- To determine the reimbursement limitations on meals and incidentals in Alaska, Hawaii and out-of-country locations, add the DoD Local Meal Rate (not the Proportional Meal Rate) to the Local Incidental Rate and subtract ten dollars (\$10) from that sum.
- The breakdown for partial day meals for Alaska, Hawaii and out-of-country locations can be done using the following percentages of the full-day limitations:

Breakfast	20%
Lunch	25%
Dinner	55%

6. MEAL & INCIDENTAL EXPENSE REIMBURSEMENT RATES, BY MEAL, FOR TRAVEL IN THE CONTINENTAL US (as they correspond to their applicable full day rates). (01/09/23)

Full Day Rate	\$ 49.00	\$ 54.00	\$ 59.00	\$ 64.00	\$ 69.00
Partial Day Rates					
Breakfast	\$ 10.00	\$ 11.00	\$ 12.00	\$ 13.00	\$ 14.00
Lunch	\$ 12.00	\$ 13.00	\$ 15.00	\$ 16.00	\$ 17.00
Dinner	\$ 27.00	\$ 30.00	\$ 32.00	\$ 35.00	\$ 38.00
	\$ 49.00	\$ 54.00	\$ 59.00	\$ 64.00	\$ 69.00
75% of Full Day Rates	\$ 36.75	\$ 40.50	\$ 44.25	\$ 48.00	\$ 51.75

When travel involves an entire day, the full day meal reimbursement may be used without allocation between breakfast, lunch and dinner. When a meal is provided, the amount allowed for the meal provided is to be subtracted from the full day rate. For days of departure involving an overnight stay, the meal and incidental reimbursement limitation is 75% of the full day rate of the night's destination; for days of return, the meal and incidental limitation is 75% of the full day rate for the location in which the traveler stayed the previous night.

State of Arizona Accounting Manual

Topic 50 Travel

Issued 01/09/23

Section 95 **Maximum Mileage, Lodging, Meal, Parking and
Incidental Expense Reimbursement Rates**

Page 5 of 30

7. SINGLE DAY AND EXTENDED DAY MEAL REIMBURSEMENT LIMITS FOR TRAVEL NOT INVOLVING AN OVERNIGHT STAY (01/09/23)

Single Day Reimbursement Limit	\$ 15.00
Extended Day Meal Reimbursement Limit	\$ 27.00

The Single and Extended Day Meal Reimbursement Limits may be used without allocation between breakfast, lunch or dinner. The Single and Extended Day Meal Reimbursement Limits are reduced by any meals provided to the traveler (using the amounts set forth in Meal & Incidental Expense Reimbursement Rates, by Meal, for Travel in the Continental US).

Single Day and Extended Day Reimbursements represent taxable payments to the traveler and will be treated as such in the State's automated systems.

The limits are for actual costs incurred; they are not per diems or fixed allowances.

8. MEAL AND INCIDENTAL REIMBURSEMENT LIMITS FOR DAYS OF DEPARTURE AND RETURN FOR TRAVEL INVOLVING AN OVERNIGHT STAY (10/22/18)

The Meal Reimbursement Limits for Days of Departure and Return for Travel Involving an Overnight Stay equal seventy-five percent (75%) of the applicable Full-Day Meal and Incidental Expense Reimbursement Limits. For days of departure, the applicable Full-Day Meal and Incidental Expense Limit is the rate in effect for that day's final destination (where one will sleep for the night), whether that destination is in-state, out-of-state, or out-of-country; for days of return, the rate in effect is the rate for the location in which the traveler last stayed the night, prior to his returning to his regular duty post and/or home. Days of Departure and Return Reimbursement Limits may be used without allocation between breakfast, lunch or dinner. The Days of Departure and Return Limits reduced by any meals provided to the traveler (using the amounts set forth in Meal & Incidental Expense Reimbursement Rates, by Meal, for Travel in the Continental US or the appropriate computation and allocation of Federal rates applicable to destinations or originations outside of the CONUS).

Irrespective of the above, a traveler may not be reimbursed for more than the Full-Day Reimbursement Rate in any period of twenty-four (24) or fewer consecutive hours. In such cases, the rate to be used is the higher of the rates that might otherwise apply to the day of departure and the day of return.

Meal reimbursements paid for days of departure and return do not represent taxable income to the recipient and will be so treated in the State's automated systems.

The limits are for actual costs incurred; they are not per diems or fixed allowances.