



State of Arizona Accounting Manual

Topic 50 Travel

Issued 05/01/15

Section 45 Travel Requests and Authorizations

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INTRODUCTION

With few exceptions, agency management may authorize an employee to travel on official State business and to incur necessary costs to accomplish the objectives of such travel.

POLICIES

1. With respect to travel requests and authorizations, an agency head or his designee has the responsibility to:
 - 1.1. Review and approve any travel policies adopted by the agency.
 - 1.1.1. These policies should include who—and under which circumstances and using what criteria—within the agency may determine whether travel in the U.S. within one hundred (100) miles of the Arizona border is to be considered in-state or out-of-state travel.
 - 1.1.2. The determination as to whether travel in the U.S. within one hundred miles (100) miles of the Arizona border should be as uniform as practicable within the agency, but may vary by types of duty, unit, funding source, budgetary constraints, and other pertinent operational considerations.
 - 1.2. Initiate, review, approve and forward, as circumstances require, to the ADOA Director or the State Comptroller, requests for exceptions to State Travel Policy that require the approval of the Director of ADOA or the State Comptroller.
 - 1.3. Authorize in-state and out-of-state travel that conforms without exception to State Travel Policy.
 - 1.4. Sign any Forms GAO-509, GAO-509A and/or GAO-509S that may be required.
 - 1.5. Authorize the use of chartered or rental aircraft.
2. An agency head may delegate, in writing:
 - 2.1. To agency managers and supervisors, universally or on a case-by-case basis, the authority to authorize in-state travel that conforms without exception to State Travel Policy.

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- 2.2. To deputy agency heads or division heads the authority to authorize out-of-state travel that conforms without exception to State Travel Policy.
3. Agency managers and supervisors may, if granted authority by their agency heads, authorize in-state travel that conforms without exception to State Travel Policy.
4. The State Comptroller, acting under the authority delegated to him by the ADOA Director, may authorize or approve the following:
 - 4.1. Requests to use a privately owned aircraft to conduct State business.
 - 4.2. Requests for out-of-state, long-term lodging and meal payment or reimbursement rates.
 - 4.3. Requests to incur lodging expenses to attend a conference that exceed the least expensive single occupancy lodging rate listed in the conference brochure.
 - 4.4. Requests to incur or reimburse lodging or meal expenses that exceed the published rates for the area of travel.
 - 4.5. Requests to incur or reimburse in-state long-term subsistence expenses that exceed the published rates for the area of travel.
 - 4.6. Requests to incur or reimburse meal or lodging expenses involving meals consumed or to be consumed or lodging obtained or to be obtained within fifty (50) miles of an employee's duty post or personal residence.
 - 4.7. Travel advances. Travel advances will be approved only when no other reasonable and practical means of financing the trip are available.
5. Written requests to the State Comptroller for travel-related authorizations, determinations or exceptions must contain:
 - 5.1. A complete explanation of the relevant facts supporting and justifying the request.
 - 5.2. In the case of exceptions, a list of alternative considered or actions taken to comply with State Travel Policy and/or reduce the cost to the State.
 - 5.3. The signature of the agency head or his designee indicating approval of the request.
 - 5.4. The name or names of the traveler or travelers affected.
 - 5.5. Travel dates.
 - 5.6. Travel locations.

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- 5.7. Purpose of the travel.
- 5.8. If applicable, fully executed Forms GAO-509, GAO-509S and/or GAO-509A.
6. When practicable, travel-related authorization, determination and exception requests should be made in writing and in advance of the travel to which they relate.
7. Transportation, lodging or conference expenses relating to a given individual for a given trip to be paid from appropriated funds that collectively exceed or are anticipated to equal or exceed one thousand dollars (\$1,000) must be encumbered.
8. All agency heads that report to the Governor must submit out-of-state travel requests to the Governor's Office for approval. The request should be accompanied by all relevant information (destination, purpose, estimated cost, etc.)