



State of Arizona Accounting Manual

Topic 50 Travel

Issued 03/31/17

Section 57 Travel-related Certifications and Proxies

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INTRODUCTION

The State's transition to an automated travel system will eliminate the need for paper travel claims in most situations. However, there are certain circumstances that will still require the execution and retention of paper travel claims, versions of the GAO Form 503. This section of SAAM discusses these circumstances and the certifications that these forms and the new travel system require.

POLICIES

1. The automated travel system features a number of roles: Traveler, Proxy, Travel Reviewer, Supervisor, Agency Travel Approver (or 2nd Level Approver), Agency Head (or Designee), GAO (or State Comptroller).
 - 1.1. While most of the roles are familiar and self-explanatory, the role of Proxy possibly requires clarification.
 - 1.2. A Proxy enters travel claim information on behalf of a traveler. The need for this role is necessary for a number reasons, including, but not necessarily limited to:
 - 1.2.1. The Traveler's being in a remote location without access to a computer. This may involve, for example, Public Safety officers, Park Rangers, and Game & Fish employees.
 - 1.2.2. Agencies that use the Central Service Bureau (CSB) to enter travel claims on behalf of their agencies' travelers.
 - 1.2.3. Executives of agencies whose travel claims are entered by their administrative staff.
2. The automated travel system requires separate certifications by individuals filling three separate roles:
 - 2.1. The certification of the Traveler, which reads as follows:

As traveler, I certify that: (1) any claimed reimbursement, to the best of my knowledge, is for travel conducted for a valid public purpose, in connection with official State business, and is consistent with all applicable statutes, laws, appropriations, grants and contracts; (2) I have reviewed and understand State and Agency Travel Policies and that the amounts claimed represent actual, qualified expenses incurred and/or miles driven; and (3) all excess or wrongly claimed advances

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or reimbursements will be returned by me within thirty days of the completion of travel and consent to such amounts being withheld from my compensation or other amounts that may be due me.

2.2. The certification of the Traveler's Proxy, which reads as follows:

As proxy, I certify that: (1) I am relying upon the certification of the traveler as to claims made on the traveler's behalf; (2) the traveler's claims are supported by required documentation; and (3) I will notify an appropriate authority if asked to enter a claim that does not appear to comply with any of the terms and conditions set forth above.

2.3. The certification of the Approver, which reads as follows:

I certify that any travel advances or reimbursements I may approve will, to the best of my knowledge, (1) have been incurred for authorized official State business for a valid public purpose; (2) be consistent with State and Agency Travel Policies; be supported by appropriate documentation; and, (3) not contravene any applicable statute, law, appropriation, grant or contract.

3. In the State's automated travel system, for technical reasons, the Traveler's and the Proxy's certifications appear in the same panel, since either one or the other, but not both, will be entering the travel information. The consequence of this is that, when the travel information is entered by a Proxy, the Traveler's certification is not collected at the time of entry.

4. The Traveler's certification with respect to a travel claim is a required element of control and personal responsibility. Because of this, the completed, then-in-effect version of the GAO Form 503 must be signed by the Traveler for every travel claim submitted on behalf of the Traveler by the Proxy.

4.1. Though requiring the Traveler's certification signature, the various amounts and totals can be assembled by the Proxy from the documentation or other verbal or written representations of the Traveler.

4.2. A copy of the completed GAO Form 503 bearing the Traveler's signed certification must be scanned (or otherwise electronically reproduced) and attached as a supporting document in the automated travel system.