**Travel Policy Exceptions Requests Guide**

The purpose of this document is to serve as a guide to identify which travel policy exception requests require State Comptroller approval and the support that is expected to be included with the request. This document does not replace the SAAM policy. A link to the travel policy is located on the ADOA-GAO travel page at <https://gao.az.gov/travel/welcome-gao-travel/>

All requests requiring State Comptroller approval should be sent to GAOTravel@azdoa.gov with the appropriate required information. For your convenience, the following list of potential exceptions and the corresponding information related to the travel necessary to consider the exception are provided.

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| **List of Travel Policy Exceptions Requiring State Comptroller Approval** |
| Meals within 50 miles from home and/or duty post |
| Lodging within 50 miles from home and/or duty post |
| Meals exceeding maximum daily rate |
| Lodging exceeding maximum daily rate |
| Travel Advances |
| Travel Claim Filed 5 Months or More After Travel |
| Conference lodging greater than the lowest brochure rate |
| Long-term in-state lodging that exceeds State long-term subsistence rates |
| Long-term in-state meals that exceeds State long-term subsistence rates |
| Long-term out-of-state lodging that exceeds State long-term subsistence rates |
| Long-term out-of-state meals that exceeds State long-term subsistence rates |
| Conferences hosted by State agencies where meals or lodging are in excess of State rates |
| Any other exception |

**Required for all Exception Requests**

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| [ ]  Agency/Deputy Director and CFO approval  |
| [ ]  Traveler(s) Name |
| [ ]  Date(s) of Travel  |
| [ ]  Departure and Arrival times |
| [ ]  Alternatives considered to comply with policy and/or reduce cost to the state |
| [ ]  Explanation supporting the request |
| [ ]  Origin and destination of the trip |
| [ ]  Amount  |

**Travel Claim Filed 5 Months or More after Travel**

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| [ ] Explanation should include why the claim is late and the corrective action that will be taken to ensure compliance in the future |
| [ ]  GAO-513[ ]  Receipts (if applicable) |

**Conference lodging greater than the lowest brochure rate**

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| [ ]  Conference Brochure |

**Long-term out-of-state lodging that exceeds State long-term subsistence rates**

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| [ ]  GAO-509 |

**Long-term out-of-state meals that exceeds State long-term subsistence rates**

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| [ ]  GAO-509 |

**Travel Advances**

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| [ ]  Explanation supporting the request and why a State Travel Card is not an option |
| [ ]  GAO-509A |

**Any other exception**

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| [ ]  Explanation supporting the request, why is the exception needed |
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