



# State of Arizona Accounting Manual

Topic 50 Travel  
Section 55 Travel Claims

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## INTRODUCTION

Following the policies outlined below will help to assure that claims for travel reimbursements are paid quickly and correctly.

## POLICIES

1. To be considered filed on a timely basis, all travel claims must be filed with his agency by the traveler so they may be entered into the appropriate automated travel claim payment system within two (2) calendar months (plus a day for ease of computation) of the completion of the trip to which they pertain.

Examples: If a trip was completed on February 15, the travel claim must be filed by the traveler so that it can be entered into the appropriate automated travel claim payment system by April 15. If a trip was completed on May 20, the travel claim must be filed by the traveler so that it can be entered into the appropriate automated travel claim payment system by July 20. While calendar months are of varying durations (28, 29, 30 or 31 days), they have the advantage of not requiring calculation on the part of the traveler.

- 1.1. Travel claims that are not filed on a timely basis are delinquent.
- 1.2. If any reimbursements requested on a single travel claim is delinquent, then the entire claim is delinquent.
2. A delinquently filed employee travel claim may not be processed in the normal course of business; refer to SAAM 5056 for processing delinquently filed travel claims.
3. For travel claims, other than those for long-term travel and long-term subsistence:
  - 3.1. To meet these requirements, it is highly recommended that travel claims be filed by the traveler within five (5) business days after the return from travel and no less frequently than once each pay period.
  - 3.2. In all cases, travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
4. Travel claims involving long-term travel and/or long-term subsistence must be filed the earliest of:

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- 4.1. One (1) calendar month of returning from travel, or
- 4.2. One (1) calendar month of the end of each uninterrupted period of three (3) consecutive months of long-term travel and/or long-term subsistence, or
- 4.3. In all cases, if practicable, travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
5. All travel claims are to be submitted in U.S. dollars.
  - 5.1. If foreign currency conversion is required, use the actual exchange rate for each transaction or the average exchange rate for the period during which the travel expenses were incurred.
  - 5.2. To calculate the average exchange rate, add the currency conversion rate for each day of the travel period and divide the total by the number of days in the travel period.
  - 5.3. To obtain conversion rates, use the currency converter found on the GAO website at <https://gao.az.gov/travel/welcome-gao-travel> or other appropriate source (such as the *Wall Street Journal*).
6. Substantiation, as set forth below, of travel expenses claimed is required.
  - 6.1. Travel information including:
    - 6.1.1. Date(s) of travel, including departure time(s) from the traveler's duty post(s) or residence and arrival time(s) at the traveler's destination(s);
    - 6.1.2. Origin(s) and destination(s) of the trip;
    - 6.1.3. The route(s) taken (a route listing from an Internet mapping service showing mileage and route may be attached to the claim);
    - 6.1.4. Purpose of the travel or the benefit to the State derived from the travel;
    - 6.1.5. Amount of each travel expenditure, listed by date and location;
    - 6.1.6. Daily computation of business mileage, if travel involves the operation of a POV on State business;
    - 6.1.7. If applicable, amounts prepaid or centrally billed travel expenses (attach documentation to claim).
  - 6.2. Receipts, in any format or physical form permitted by SAAM 0020, for the following types of expenses must be received and retained by the agency:
    - 6.2.1. All common carrier expenses, including:

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- 6.2.1.1. Airfare.
- 6.2.1.2. Interstate/intercity trains (when provided).
- 6.2.1.3. Interstate/intercity busses (when provided).
- 6.2.2. All lodging expenses; itemized receipt(s) required.
- 6.2.3. All car rental expenses; itemized receipt(s) required.
- 6.2.4. All chartered and rented aircraft expenses, including:
  - 6.2.4.1. Rental.
  - 6.2.4.2. Fuel.
  - 6.2.4.3. Landing, aircraft parking, and other airport fees.
- 6.2.5. Motor vehicle parking expenses (when such receipts are provided).
- 6.2.6. All bridge and toll road charges.
- 6.2.7. All communication expenses.
- 6.2.8. All other expenses which individually cost seventy-five dollars (\$75) or more, including any applicable taxes.
- 6.3. If applicable, conference or meeting brochures that provide itemized listings of registration fees and other charges as well as whether meals are provided.
- 6.4. Electronic receipts are acceptable provided that the detail contained within the document is equivalent to the level of detail contained in an acceptable paper record.
- 6.5. If transportation, lodging, conference, or meeting expenses are prepaid by the agency, for additional reimbursements the traveler will be required to submit an airline (or other common carrier) ticket or receipt, lodging bill, and conference or meeting brochure with any claim submitted.
- 7. If the period of travel for which reimbursement is to be claimed covers two (2) different fiscal years, two (2) separate travel claims must be prepared and filed—the first covering all of the expenses incurred through June 30 and the second for all expenses incurred after June 30. This is true even if the charges appear on a single bill, such as one might receive from a hotel.
- 8. Those who approve travel claims should collectively be able to assert that:

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- 8.1. The travel was for a valid public purpose, and
- 8.2. Sufficient spending authority exists and existed to pay for the travel, and
- 8.3. Adequate cash is available to pay the claim, and
- 8.4. Appropriate documentation exists to support the claim.