

**Purpose:** Record expenses related to Travel for the State of Arizona. Meal expenses will be taxable income if there is no qualifying overnight stay.  
**Instructions:** Complete form travel claim requires additional HRIS entry lines.

Return completed form to your state agency for review and authorization. Reimbursement for travel will be processed through the Human Resources Information Solution (HRIS) system during the normal payroll cycle. Reimbursements will be included in your bi-weekly pay.

Employee Name		EIN		Duty Post Address	
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<b>For AGENCY TRAVEL USE ONLY</b>		Company	Batch		Process Level		Employee	
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Pay Code	Expense Amount	Date	Pay Dist	Exp Acct AFund	Exp Acct Accounting Unit	Exp Acct AY	Activity Activity	Activity Acct Category

As the accounting representative, I CERTIFY that sufficient appropriation and monies are available for this expenditure/transaction, and that I am authorized to distribute these monies.

Agency Acct Name		EIN		Agency Authorized Accounting Signature	
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