

Record expenses related to Travel for the State of Arizona. Meal expenses will be taxable income if there is no qualifying overnight stay.

- Complete form if you have additional travel claim expenses that would not fit on the GAO-503EZ form.
- Return completed form to your state agency for review and authorization.

Reimburgement for travel will be processed through the Human Resources Information Solution (HRIS) system during the normal navroll cycle. Reimburgements will be

State of Arizona Travel Claim Continuation Form				included in your bi-weekly pay.										
Employe	e Name			EIN	Duty Post Add	y Post Address								
Employe	e Residenc	ce Cross Streets and City		Driver License No.										
Purpose	of Travel/[Description							<u>.</u>					
Travel Date	Departed Time	Place Departed From	Arrival Time	Place Arrived At	Overnight Stay	Odometer Start	Odometer End	Miles	Miles X Rate = \$\$	Meals	Lodging	Other Expenses	Trans- portation	
		 												
		 												
Overnight Stay Explanation					ı	Less Commute Miles								
I CERTIFY that this expenditure/transaction is for a valid public purpose and is consistent with all applicable statutes, laws, appropriations, grants and contracts. I further CERTIFY that I have reviewed and understand the Statewide Travel Policy and that the amounts claimed represent the ACTUAL, QUALIFIED amounts and/or miles incurred during authorized, official State Business and that I am not requesting any reimbursements not allowed or not actually expended. If a travel advance was issued, I AGREE that the amount can be withheld from any salary, wages, or travel reimbursement due to me. Whether withheld or not, all excess monies will be returned by me within Thirty (30) days of the travel completion (A.R.S. §35-192.02).						Totals From Above*								
						*Totals From Above need to be added to the line Totals From 503AEZ Sheets on the form GAO-503EZ.								
Traveler Signature					Date	Date								