



# State of Arizona Accounting Manual

Topic 50 Travel  
Section 08 Travel Matters Requiring the  
Approval of the State Comptroller

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## INTRODUCTION

While the approval of most considerations involving travel has been delegated to agency management, certain travel matters do require the approval of the GAO. While many, if not all, of the situations listed below are covered in other sections of SAAM and generally in greater detail, this may serve as a quick reference for those travel matters that must be submitted to the GAO for approval. In the event of a conflict between this list and the instructions, directions or policies enumerated in other applicable sections of SAAM, those other sections prevail.

SAAM 5007, *Agency-level Travel Responsibilities*, includes additional information of value pertaining to travel-related approvals.

## POLICIES

1. The following travel related matters require the approval of the GAO. When practicable, approval should be secured in writing before obligating the State. In all cases, GAO approval is required before payment is made. These exceptions are typically approved by the State Comptroller or the Deputy State Comptroller; in limited instances they may be approved by another designee.
  - 1.1. Non-conference lodging rates in excess of the applicable State rates.
  - 1.2. Conference lodging rates in excess of the lowest, single-occupancy lodging rate listed in the applicable conference brochure.
  - 1.3. The use of privately owned aircraft to be used for State business.
  - 1.4. Long-term in-state or out-of-state lodging and meal arrangements that exceed State long-term subsistence rates.
  - 1.5. Arrangements for conferences hosted by State agencies when those arrangements involve the provision of refreshments, meals or lodging in excess of State rates.
  - 1.6. Unless otherwise provided in SAAM, the provision or reimbursement of or payment for meals or lodging when the traveler is less than fifty (50) miles from both his home and duty post.
  - 1.7. Any travel advance.

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- 1.8. Any blanket exception, i.e., an exception related to more than a single trip, traveler and/or event, to State Travel Policy. Blanket exceptions generally expire and must be renewed within thirty (30) days of the end of each fiscal year (June 30).