



State of Arizona Accounting Manual

Topic 50 Travel

Issued 04/07/17

Section 20 Other Modes of Transportation

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INTRODUCTION

From time to time modes of transportation other than common carrier or automobile may be appropriate.

POLICIES

1. Chartered, privately owned and rented aircraft.

1.1. Chartered, privately owned or rental aircraft expense is reimbursable provided that travel by common carrier is not feasible or an alternative mode of travel is impractical and/or more expensive.

1.2. The type and size of aircraft rented or chartered is to be the most economical available that can satisfactorily accomplish the State's purpose.

1.3. Chartered air service may only be obtained from FAA licensed commercial flight operators.

1.4. ADOA Risk Management must authorize all use of privately owned or rented aircraft.

1.5. Reimbursement for chartered or rented aircraft is to be based upon actual expenses, which include:

1.5.1. The charter/rental fee.

1.5.2. Aircraft fuel.

1.5.3. Landing and parking fees at temporary airport locations.

1.6. Reimbursement for privately owned or rented aircraft will use the aircraft mileage rate, based upon the shortest air route between the origin and destination.

1.7. The operator of a privately owned or rented aircraft used in connection with State business must possess:

1.7.1. A current, non-suspended aviator's license for the type of aircraft being flown.

1.7.2. Insurance deemed appropriate by ADOA Risk Management.

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- 1.8. The agency director or delegate is required to authorize the use of a rented or chartered aircraft.
2. Taxicabs and Rideshares.
 - 2.1. Rideshares, such as Uber and Lyft, and taxicabs may be used for local transportation, when necessary and economical.
 - 2.2. Documentation, in whatever form is available, of the cost of taxicab and rideshare fares must be provided for reimbursement to be made.