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MEMORANDUM

TO: All Agencies
Attn: Agency Head

FROM: D. Clark Partridge
Acting State Comptroller

DATE: July 8, 2002

SUBJECT: Emergency Provisions
Meal and Lodging Reimbursements
for State Employees Displaced by Emergency Fire Management Activities

Due to the wildfires endangering the lives and property of Arizona citizens, State Travel Policy is temporarily modified as outlined below. These modifications will remain in effect until further notice.

A State employee (though not members of his or her family) may be reimbursed for incurred costs for meals and lodging during the State's fire emergency under the following conditions:

- The employee's primary residence is in an area vacated in compliance with an evacuation order issued by an agency of the Federal Government, the Arizona Government or one of its political subdivisions.
- The employee, in order to perform assigned duties relating to the fire emergency and with the prior approval of agency management, stays in a lodging facility within thirty-five miles of active fire fighting activities.
- The amount of reimbursement should not exceed State limits.
- The employee has been advised in writing that, if he or she receives any reimbursement for meals or lodging by any other entity (such as the Federal Emergency Management Agency (FEMA), the American Red Cross or any commercial insurer), the employee must remit such amounts to the State (up to the amount of reimbursements actually received by the employee from the State).

For purposes of mileage computation, the lodging facility in which the employee stays is to be treated as the employee's residence.

If otherwise consistent with State policy, travel advances may be made.

A copy of this memorandum should be attached to travel claims made under these provisions.