



GAO Technical Bulletin

Arizona Department of Administration ♦ General Accounting Office

Subject:	<i>Extra Baggage Charge</i>	Issued:	03/12/08
Manual Section(s):	N/A	Effective:	03/12/08
Supersede(s):	N/A	Page:	1 of 2

TO: Technical Bulletin Administrators
Human Resources Personnel
Payroll Personnel
Travel Coordinators
All Agencies

FROM: D. Clark Partridge
State Comptroller

AUTHORITY

Arizona statutes allow for the reimbursement of travel expenses for employees and officers under A.R.S. §38-621 through A.R.S. §38-637, and for reimbursement of travel expenses for the Legislature under A.R.S. §41-1103 and A.R.S. §41-1104. Further, Arizona statutes authorize the Department of Administration to define and implement policies and procedures to administer these statutes. However, these statutes are not all encompassing; please refer to Supplement II of the State Travel Policy for a compiled listing of Arizona statutes and other relevant authority applicable to State travel.

DEFINITIONS

ADOA – Arizona Department of Administration.

Agency head – The chief executive officer of any department, authority, board, commission, council, administration, court, registrar, office, institution, or other entity in the executive, legislative, or judicial branch of Arizona Government. For the purposes of this policy, agency head may also include the agency head designee. Any delegation of this authority must be documented in writing, maintained by the agency and be available for review or audit.

GAO – The Arizona Department of Administration, General Accounting Office.

State Employee – Any full- or part-time individual paid under the authority of any payroll system of the Government of the State of Arizona or any public officer, deputy, board or commission member. To be defined as an officer of the state, the person must be participating on a board, commission, authority, council or committee created by law, the Governor, or by an Agency Head with the proper authorization to create such an entity.

State Travel Policy – Those sections of the following publications dealing with matters of travel and lodging: the Arizona Revised Statutes; the Arizona Administrative Code; the Arizona Accounting Manual; and, Technical Bulletins issued by the General Accounting Office of the Arizona Department of Administration.

Travel – For purposes of determining travel status, the traveler must be on official State business. Travel begins when the traveler leaves the personal residence or duty post, whichever occurs last, and ends when the traveler returns to the personal residence or duty post, whichever occurs first. To be eligible for lodging and meal expenses, the traveler must travel outside a radius of 50 miles from the traveler's personal residence and duty post.

Traveler – Every public officer, deputy or employee of the State, or of any department, institution or agency; and member of any board, commission or other agency of the State. To be defined as an officer of the state, the person must be participating on a board, commission, authority, council or committee created by law, the Governor or by an Agency Head with the proper authorization to create such an entity.

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INTRODUCTION

Agency Heads are required to approve expenditure transactions in a manner that is consistent with all applicable statutes, laws, appropriations, grants and contracts. To ensure consistent application of a recently issued airline mandate regarding checked luggage, the GAO is issuing an update to the Statewide Travel Policy. All Agencies should begin using this process to determine an employee’s eligibility for fees being charged on additional bags when flying the applicable airlines.

POLICY

- 1) The Agency Head (or designee) is responsible for carrying out the guidelines set forth below to determine an employee’s eligibility for reimbursement of the cost of an additional bag or excessive weight charges as prescribed in updated airline policies. Any additional cost deemed reimbursable by the State should represent an extraordinary circumstance, which has a justifiable and documented business related purpose, and can demonstrate that the additional cost is solely for the benefit of the State. The extra charge of the baggage will be included in the overall airfare costs, these fees will not be reimbursed as a separate expense. The State’s policy is to only pay for the cost of the ticket, which includes the cost of one bag per traveler, and up to one additional bag if deemed necessary.
- 2) When reviewing the employees request for reimbursement, the Agency should consider the following factors:
 - Length of time in Travel Status
 - Physical Limitations of the employee
 - State Equipment required to be taken on the trip
 - Cost/Benefit to the State
- 3) Agencies and employees are encouraged to review and understand all charges applied by an airline when booking travel. Agencies and employees should include these costs (along with any additional charges) to determine which travel options are in the best interest of the state. Employees should not exceed the weight limitations as prescribed by the specific airline. Agencies and employees should document all options considered and provide these details for evaluation if requesting reimbursement for these additional costs. Employees will need prior agency approval for additional bags or weight charges before incurring the cost or the cost will not be reimbursable. The costs and support should be included on the State of Arizona out of State approval request form (GAO-509).

ON-LINE AVAILABILITY

Copies of all Technical Bulletins and many GAO Forms are available for viewing and downloading from the General Accounting Office Website located at:

<http://www.gao.state.az.us>

AREAS IMPACTED

All State agencies.

CONTACTS

If you have any questions concerning this Technical Bulletin, please contact your GAO Liaison. You may also e-mail questions or comments concerning State policy and procedure to us at:

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