



MEMORANDUM

State of Arizona
Department of Homeland Security



Governor Douglas A. Ducey

Director Gilbert M. Orrantia

From: AZDOHS
To: All AZDOHS Subrecipients
RE: Rented Motor Vehicles
Date: March 11, 2019

Topic 50; Section 15; Policy 4 of the State of Arizona Accounting Manual (Rented Motor Vehicles) **requires travelers to seek prior approval**, when practicable, when renting a motor vehicle. As the State Administrative Agency, the AZDOHS is the approving agency. Therefore, the use of all rental vehicles must be preapproved by the AZDOHS. Subrecipients are encouraged to review this policy when planning travel in which a rental vehicle is being considered in order to determine whether or not to seek prior approval from the AZDOHS.

The AZDOHS will deny the portion of reimbursements which include charges for rental vehicles which were not preapproved.

All preapproval requests should be sent via email to the subrecipients AZDOHS regional strategic planner and should include, but not be limited to, the following:

- A cost analysis between the rental vehicle and other alternative means of transportation
- The practicability of renting a vehicle versus using other means of transportation (in certain situations subrecipients travel with extensive gear, K9 units, etc.)

It is recommended that all subrecipients receiving Homeland Security funds traveling for the State of Arizona become familiar with the State Travel Policy before traveling. The full State of Arizona Travel Policy can be found at [State of Arizona Accounting Manual \(SAAM\) | General Accounting Office](#).

For questions, please contact your AZDOHS finance contact:

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Thank you.