MEMORANDUM
State of Arizona
Department of Homeland Security

Governor Douglas A. Ducey   Director Gilbert M. Orrantia

From: AZDOHS
To: All AZDOHS Subrecipients
RE: New State of Arizona Travel Policies
Date: January 3, 2017

The Arizona General Accounting Office (GAO) recently made changes to the State of Arizona Travel Policy. These changes took effect for travel beginning on or after October 1, 2016. Attached you will find both the new reimbursement rates and the new policy on meals and incidentals. Below are the summarized changes.

The Subrecipient Agreement states that stakeholders will be reimbursed at the most restrictive allowability and rate and that at no time can reimbursements exceed the State rate established by the GAO. When planning travel and submitting reimbursements, stakeholders are reminded to keep this in mind and make the necessary adjustments.

- **For travel _involving_ an overnight stay**:
  - On the travel day, the meal reimbursement limit will be limited to seventy-five percent (75%) of the full day's meal allowance of the destination location regardless of time of travel. This amount will be offset by the per diem rate of any meals that have been provided by other entities**. This is for both travel in state and out of state**.
    - Example: A traveler flies from Phoenix to Chicago for a two-day—Tuesday and Wednesday--conference. He leaves for the conference on Monday and returns to Phoenix on Thursday. On Monday, he will be entitled to up to 75% of Chicago's Full-Day meal and incidental reimbursement, or $48.00 ($64.00 x .75 = $48.00). On Thursday, he will be entitled to up to 75% of Phoenix's Full-Day meal and incidental reimbursement, or $36.75 ($49.00 x .75 = $36.75). These amounts would be reduced by meals he was provided by others. So, if upon arrival in Chicago, the meeting's host bought him dinner, he would have to deduct $35.00 dollars, the Chicago dinner reimbursement limitation, from the amount he would be allowed to claim.
- **For travel _not involving_ an overnight stay**:
  - Travel status less than six (6) hours – No meal reimbursement
  - Travel status between six (6) and less than (12) hours - Single Day Meal Reimbursement Limit of $13
  - Travel status that equal or exceed twelve (12) hours - Extended Day Meal Reimbursement Limit of $20
  - The Single and Extend Day Meal reimbursements will be offset by the per diem rate of any meals that have been provided by other entities.
  - **This is for both travel in state and out of state**.

- Example: A State traveler based in Phoenix is in travel status without an overnight stay for eight (8) hours. Without adjustment, he qualifies for a Single Day Reimbursement Limit of thirteen dollars ($13). The purpose of his trip is to represent the State at an out-of-town dinner meeting held in Tucson. Dinner is provided at the meeting. The dinner allowance for Phoenix (the location used for all travel without an overnight stay) is twenty-six dollars ($26). The allowance for the meal provided exceeds the Single Day Reimbursement Limit, so the reimbursement that the traveler may receive is zero dollars ($0). (Note that the reimbursement limit minus the meal provided can be reduced to, but not below, zero dollars ($0)).

Out of country meal per diem has also changed significantly. For those who are traveling out of the country in the beginning of October, we will send a separate email with your new per diem rates.

It is recommended that all employees 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 https://gao.az.gov/publications/saam.

For questions, please contact your AZDOHS finance contact:

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Thank you.