

MEMORANDUM

State of Arizona
Department of Homeland Security

From: AZDOHS

To: All AZDOHS Subrecipients

RE: State of Arizona Travel Policies

The Arizona General Accounting Office (GAO) makes periodic changes to the State of Arizona Travel, Parking, and reimbursement Policy. It is up to the subrecipients receiving Homeland Security funds for reimbursement 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](#).

The Subrecipient Agreement states that stakeholders will be reimbursed at the most restrictive allowable rate and that at no time can reimbursements exceed the State rate established by the GAO. When planning travel and submitting reimbursements, stakeholders should 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. On the return travel day, the meal reimbursement limit will be limited to seventy-five percent (75%) of the full day's meal allowance of the location in which the traveler last stayed the night, prior to returning home or to the duty post. 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. Assuming the then in effect Full-Day meal and incidentals reimbursement limit for Chicago is \$69, on Monday, he will be entitled to be reimbursed up to 75% of Chicago's Full-Day meal and incidental reimbursement, or \$51.75 ($\$69.00 \times .75 = \51.75). On Wednesday, he will be entitled to be reimbursed up to 100% of Chicago's Full-Day meal and incidental reimbursement or \$69. On Thursday, he will be entitled to up to 75% of Chicago's Full-Day meal and incidental reimbursement, or \$51.75 ($\$69.00 \times .75 = \51.75). 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 \$38.00, the Chicago dinner reimbursement limitation (assuming the then current Chicago reimbursement were \$69.00 and the dinner amount \$38.00), from the amount he would be allowed to claim. (See SAAM 5095, Paragraph 6, for Full-Day Reimbursement Rates and Rates per Meal.)

- **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 \$15.
- Travel status that equal or exceed twelve (12) hours - Extended Day Meal Reimbursement Limit of \$27.
- The Single and Extended Day Meal reimbursements will be offset by the partial day rates as outlined in Section SAAM 6095 for 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 twelve dollars (\$15). 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 no matter where the traveler was traveling to, where he lives or where his duty post is) is thirty-two dollars (\$32). 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)).

It is recommended that all employees utilizing grant funds for travel 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](#).

Thank you.