



Governor Douglas A. Ducey

State of Arizona Department of Homeland Security



Director Gilbert M. Orrantia

March 26, 2021

MEMORANDUM FOR: All AZDOHS Stakeholders Planning on Attending the 2021 National Homeland Security Conference in Las Vegas, NV 8/30-9/2/21

FROM: AZDOHS Finance and Administration

SUBJECT: Travel and Reimbursement Policy

The 2021 National Homeland Security Conference will be held in Las Vegas, Nevada from 8/30-9/2/21. The proximity of Las Vegas to many cities, towns and counties in Arizona presents a unique set of travel and reimbursement circumstances and scenarios.

Agencies are encouraged to read the State of Arizona Accounting Manual, Topic 50, Travel, and ensure that travel arrangements are planned for the convenience of the State using the most reasonable and economic means available. As a reminder, the Subrecipient Agreement states that all expenses for travel, lodging, meals and incidentals are subject to the State of Arizona Accounting Manual.

Because there are unique sets of circumstances for some subrecipients around the state (such as geographic location/proximity to an airport/the necessity to drive rather than fly, etc.), all subrecipients are highly encouraged to submit an email with detailed travel plans to their AZDOHS fiscal contact (with a copy to Robert Campa at robert.campa@azdema.gov if using MOU training and exercise funds) in advance of travel to ensure that travel related expenses will be reimbursed. Emails should include modes of transportation, a cost benefit analysis of driving rather than flying if choosing to do so (include screenshots or printouts of airfare costs) travel dates and any other information which you believe would help the AZDOHS in making decisions.

If attendees are authorized to travel by vehicle, the following reimbursement rates will apply:

Paying mileage:

Any personally owned vehicle and any vehicle that is a long term lease, such as a vehicle that is assigned to an individual like a fire or police chief, or any vehicle that is a part of a departmental fleet such as if a police department has a set of fleet vehicles for use by police department employees for day or long term trips.

Paying fuel:

Only on daily or weekly rentals, such as renting from a private company like AVIS, National, etc. or if the vehicle is part of a larger fleet (not assigned to the department using it) that is rented for a day or

longer. Prior written approval from AZDOHS is required if seeking to rent a vehicle from a private company.

Official travel days will be Monday 8/30 and Thursday 9/2 unless the traveler(s) is registered to attend Monday 8/30 activities or activities sponsored by New Mexico Tech ending at 1700 hours on Thursday 9/2 (this does not mean to say that the attendee(s) cannot travel on 9/2 if he/she so desires). In either of these scenarios, travel dates may be 8/29 and 9/3. Proof of attendance to the Monday or Thursday activities must be submitted with the reimbursement requests. Other exceptions to the return trip back to the travelers' home may be granted if the traveler is driving out of necessity and not choice (i.e. geographic location in the state) and the drive is greater than six hours or would put the traveler in jeopardy.

In addition, the MGM Grand Hotel and Casino is the host hotel and has rooms available for \$98, \$102 and \$107 per night. Other rooms are available at higher nightly rates (ranging to \$168/night), but booking them should be avoided unless attendees are sharing a room or suite. The maximum state rate per person for lodging in Las Vegas is \$102 from 8/29-30 and \$108 from 9/1-3. Attendees should plan to book rooms at the lowest possible rates provided by the hotel and due to the fact that several different types of rooms and rates are available, may be required to supply justification if the rates exceed state rates.

Emails should be sent to the regional AZDOHS Finance and Administrative contact:

- Kevin Mancino – State Agencies, Central Region, UASI
602-542-1716
kmancino@azdohs.gov
- Jennifer Guimond – South Region
602-542-7047
jguimond@azdohs.gov
- Rhonda Wellan – North, East, and West Regions
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