

**Arizona State Library, Archives & Public Records
NON-STATE EMPLOYEE
TRAVEL REIMBURSEMENT REQUEST FORM**

Name _____ SSN: _____

Email _____

Address _____ City _____ State ____ Zip _____

Departed from _____ Arrived at _____
(street address, city, state) (street address, city, state)

Signature _____ Date _____ Day Phone _____

Date of Meeting _____ Meeting Attended _____

State Library Authorization _____ Date _____

**TRAVEL WILL BE REIMBURSED ACCORDING TO THE
CURRENT APPLICABLE POLICIES OF THE STATE OF ARIZONA**

Lodging:

No. Days _____ x Daily Rate \$ _____ = Lodging Total \$ _____

Meals: See back of form for meal allowances

Arizona Default	<u>Number of</u>	<u>TOTAL</u>
\$7.00	Breakfast _____	\$ _____
\$10.00	Lunch _____	\$ _____
\$17.00	Dinner _____	\$ _____
		Meals Total \$ _____

Mileage: 44.5¢ per mile by the shortest route

Starting Odometer Reading _____ Date & Time of Departure _____

Ending Odometer Reading _____ Date & Time of Return _____

Total or Map Mileage _____ x 44.5¢ = \$ _____

If using map mileage instead of odometer reading, please attach driving directions or map with mileage showing

Total Claim Amount \$ _____

Return to:

Library Development Division
Arizona State Library, Archives and Public Records
1100 West Washington Street
Phoenix, Arizona 85007-2935

**ORIGINAL RECEIPTS REQUIRED
FOR ALL REIMBURSEMENTS
INCLUDING MEALS**

IMPORTANT TRAVEL CHANGES, CLARIFICATIONS AND UPDATES

Effective January 1, 2008, the State of Arizona issued changes to the Statewide Travel Policy and implemented NEW processing of Travel Claims. For the State of Arizona to be in compliance with IRS Regulations, all reimbursements will be taxable income to the traveler. Mileage qualification for lodging/meal reimbursements is increasing from 35 miles to 50 miles. **Travelers will be required to use this revised Travel Reimbursement form (see reverse side).**

Meal reimbursement qualifications will be based on the following matrix:

- a. Six hours in travel status – one meal
- b. Twelve hours in travel status – two meals
- c. Eighteen or more hours in travel status – three meals
- d. The traveler will be required to submit the time of departure and time of arrival on the travel reimbursement form

MEAL RECEIPTS WILL BE REQUIRED IN ORDER TO RECEIVE REIMBURSEMENT

Meal reimbursement is the actual cost of the meal. Meals over the allowable maximum will be reimbursed based on the charts below.

Arizona	Primary Destination	County	Begin	End	Lodging	Meal
Default Rate	All cities not listed below	Apache, Gila, Graham, Greenlee, La Paz, Mohave, Pinal, Santa Cruz, and Yavapai			\$60	\$34
	Grand Canyon / Flagstaff	Coconino (Except the City Limits of Sedona)	Oct 1	Oct 31	\$81	\$39
	Grand Canyon / Flagstaff	Coconino (Except the City Limits of Sedona)	Nov 1	Feb 28	\$65	\$39
	Grand Canyon / Flagstaff	Coconino (Except the City Limits of Sedona)	Mar 1	Sep 30	\$81	\$39
	Kayenta	Navajo			\$71	\$49
	Phoenix / Scottsdale	Maricopa	Oct 1	Dec 31	\$103	\$54
	Phoenix / Scottsdale	Maricopa	Jan 1	Mar 31	\$141	\$54
	Phoenix / Scottsdale	Maricopa	Apr 1	May 31	\$109	\$54
	Phoenix / Scottsdale	Maricopa	Jun 1	Aug 31	\$74	\$54
	Phoenix / Scottsdale	Maricopa	Sep 1	Sep 30	\$103	\$54
	Sedona	City of Sedona Which Falls Within Yavapai and Coconino Counties	Oct 1	Feb 28	\$107	\$59
	Sedona	City of Sedona Which Falls Within Yavapai and Coconino Counties	Mar 1	May 31	\$118	\$59
	Sedona	City of Sedona Which Falls Within Yavapai and Coconino Counties	Jun 1	Sept 30	\$107	\$59
	Sierra Vista	Cochise			\$66	\$34
	Tucson	Pima	Oct 1	Dec 31	\$83	\$44
	Tucson	Pima	Jan 1	Mar 31	\$119	\$44
	Tucson	Pima	Apr 1	Sep 30	\$83	\$44
	Yuma	Yuma			\$71	\$34

Breakfast	\$ 7.00	\$ 8.00	\$ 9.00	\$ 10.00	\$ 11.00	\$ 12.00
Lunch	\$ 10.00	\$ 11.00	\$ 13.00	\$ 14.00	\$ 16.00	\$ 17.00
Dinner	\$ 17.00	\$ 20.00	\$ 22.00	\$ 25.00	\$ 27.00	\$ 30.00
	\$ 34.00	\$ 39.00	\$ 44.00	\$ 49.00	\$ 54.00	\$ 59.00

Please refer to the State of Arizona Accounting Manual (SAAM), Travel section (available at www.gao.state.az.us) for complete changes and details.

Should you have questions regarding any of these new procedures, please contact the Library Development Division at 602-926-3604 or 1-800-255-5841 (within Arizona) or ldd@lib.az.us.