

TRAVEL POLICIES, REIMBURSEMENT INSTRUCTIONS AND PROCEDURES

Please read the information and instructions below prior to your travel. This should answer most, if not all, of your questions, as well as make the process easier for you.

DOCUMENTATION is submitted to Travel Services, *preferably by hard copy in interoffice mail.*

The following documents are needed:

- + The attached **Reimbursement Worksheet**, completed and signed
- + Conference flyer, brochure, or web printout with dates, location, conference fee and what meals are included, conference hotel and negotiated rate if applicable
- + Registration confirmation from vendor or host
- + Conference schedule or agenda
- + Itemized final hotel folio (bill) showing payment and \$0 balance, **even if paid by district PO or credit card** (if lodging was shared, list each person and amount each paid); must include hotel logo, address, phone number
- + Flight itinerary or e-ticket (instructions attached for using contracted vendor for payment by PO)
- + Baggage receipts (limited to one standard bag each way)
- + Ground transportation receipts (**name** the origin/destination—airport to hotel, hotel to training, etc.; list passengers)
- + Airport parking receipt (maximum \$6.50 per day)
- + **Please tape smaller, loose receipts to a full sheet of paper with your name on it**

If you submit documents electronically, the process is simplified if documents are combined and saved as one PDF file, portrait orientation, one-sided, and all going the same direction. If we can't read or print documentation, your reimbursement will be delayed. **NO GOOGLE DOCS, please.**

MEALS AND INCIDENTALS are reimbursed using established meal rates based on the city of your lodging. Receipts are not required for meal reimbursements. All meal allowances include incidental expenses, such as transportation to meals. If meals are provided elsewhere—at no cost on an airplane, at a conference or hotel, etc., then the allocated rate for the meal cannot be claimed for reimbursement and must be deducted from the day's total. You are eligible to be reimbursed only for the time you are in travel status for MPS - not personal time. Intended to cover difference between purchasing reasonable meal on the road vs. preparing meal at home, not necessarily entire expense.

MILEAGE, when approved, is reimbursed at the State's rate of \$.445/mile rather than reimbursing gas purchased.

- + Attach online mileage estimate (Google Maps, Rand McNally, MapQuest, etc.)
- + Attach similar mileage estimate for typical daily commute from home to work site
- + If you choose to drive rather than fly out-of-state, reimbursement limit is lowest airfare price at time of Travel Request approval

EXPENSE LIMITS are mandated by the State of Arizona

- + Lowest conference hotel single room rate
- + State's lodging limit for the area when there is no conference hotel, no vacancy in the conference hotel block at the lowest negotiated rate, or choosing a non-conference hotel for any reason
- + Lowest ground transportation option—compare shuttle/metro/taxi/Uber/Lyft, etc.
- + Share rides and book in advance when possible
- + Carpool or use MPS vehicle when possible, especially for trips over 80 miles or group attending same event
- + Plan ahead and take advantage of early discounts
- + Any additional expense due to personal travel changes in dates or starting/ending location are paid by traveler
- + Expenses or changes should be approved in advance, don't assume you will be reimbursed

THIRD PARTY BOOKING SITES ARE DISCOURAGED because their receipts don't provide the itemized details required by the State of Arizona.

If you have any questions or encounter unexpected or unusual circumstances, please contact Travel Services before incurring expenses, as your reimbursement could be limited due to State and District travel policies.

**SUBMIT DOCUMENTS AS SOON AS POSSIBLE,
BUT NO MORE THAN 30 DAYS AFTER TRAVEL IS COMPLETED
Missing information or documents will delay the process.**