

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-1

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C. Danubeau
County Administrator

SUBJECT: **BUSINESS TRAVEL**

DEPARTMENT RESPONSIBLE: **All County Departments**

1. **STATEMENT**

It is recognized that a certain amount of travel by Officers and employees is essential to conduct official business for Pima County. This administrative procedure sets forth the guidelines for business travel by employees of Pima County that involves travel cash advances and/or prepaid expenses and final travel reconciliations. This procedure also addresses the reimbursement of local mileage.

2. **DEFINITIONS**

Duty Station: The place where the Board of Supervisors' member spends the largest portion of the board member's regular workday or working time.

Local Mileage: The use of one's personal vehicle to conduct County business within the boundaries of the State of Arizona.

Meals: Foods served and eaten at one sitting. These include breakfast, lunch, and dinner. Continental breakfasts which only include donuts, bagels, muffins, juice, coffee, etc., are not considered a meal for purposes of this procedure.

Per Diem: A daily allowance for meals and related incidental expenses.

Prepaid Expenses: Any expense paid by the County before the completion of travel.

Travel Advance: Funds advanced to the traveler to meet anticipated travel-related costs. A Travel Advance represents a lien against wages.

Travel Expenses: Costs for registration, transportation, lodging, meals, and incidental expenses directly related to travel.

3. **REIMBURSEMENT RATES**

Reimbursement rates for personal mileage, hotels, and per diem will follow the State of Arizona reimbursement rates, referred to in this procedure as AZDOA.

The rates can be found at: <https://gao.az.gov/> then go to the Travel tab, then TRAVEL INFORMATION, then Travel Policy.

Go to Topic 50 – Travel. Within Travel, Topic 40 gives information regarding Conferences, Conventions and Meetings and Topic 95 gives information regarding Reimbursements.

4. TRANSPORTATION

4.1. Travel by Air: All travel related to County business outside of Arizona should be by air; departing from and returning to Tucson International Airport. However, another mode of transportation may be used. It is expected that the shortest and most direct routes will be taken. Coach rates shall be considered standard for all air travel. If travel is by another mode of transportation, reimbursement will be for no more than the cost of air travel.

Note: If there are extraordinary circumstances for which air travel cannot originate and terminate at Tucson International Airport, the appropriate Deputy County Administrator may waive the requirement. Except as provided in Section 10.3 relating to extraditions and investigations, a signed form from the appropriate Deputy County Administrator must be included with the Final Travel Reconciliation form.

4.2. Other modes of Travel: When traveling by rail, automobile, or any mode of transportation other than by plane, not more than one day in each direction will be allowed unless it is proven to be more advantageous to the County and is approved in advance.

4.3. Use of County Vehicle: It is expected that an employee's travel on County business will be completed using a County-owned car provided by Fleet Services. There will be no mileage reimbursement. However, any out-of-pocket expenses incurred in operating the vehicle, such as gas, will be reimbursed. These expenses will be charged to Fleet Services.

4.4. Use of Private Vehicles: The use of a private vehicle is discouraged. However, if the Appointing Authority approves the use of a personal vehicle, reimbursement will be based on the cost of air travel or the mileage reimbursement rate in effect at the time as set forth in Topic 50, Travel, Topic 95, Paragraph 1 of AZDOA, whichever is less. The cost of gasoline is included in the mileage reimbursement rate stated above.

Note: If the Appointing Authority does not approve the use of a personal vehicle, there will be no reimbursement.

4.5. Use of a Rental Car: If a Presiding Judge, Elected Official, or Department Director approves the use of a rental car for travel, the car shall be picked up on the day of travel and returned on the date travel ends. Reimbursement will only be for consecutive days of travel.

4.6. Insurance While Traveling in the United States: The County is self-insured. Therefore, insurance is not a reimbursable expense.

- 4.7. Insurance While Traveling in Mexico: The vehicle must be arranged through Fleet Services and vehicle insurance for travel in Mexico must be pre-arranged through Risk Management

5. HOTEL ACCOMMODATIONS

- 5.1. Reimbursement for hotel accommodations should be reasonable and require the approval of the Elected Official, Appointing Authority or Designee. Receipts are also required for reimbursement and shall only be paid for commercial lodging.

Examples of reasonable rates can be found below.

- 5.1.1. Maximum reimbursement for hotel accommodations should follow the AZDOA rates in Topic 50, Travel, Topics 40 and 95. The “government” rate should be requested when making reservations.
- 5.1.2. For conferences, “Lodging reimbursements ...should not exceed the least expensive single room rate published in the conference brochure for the conference designated lodging; this may not necessarily be the host hotel.” (Topic 50, Travel, Topic 40, Paragraph 2)
- 5.1.3 For non-conference lodging, “Lodging rates are ‘room’ ... rates; taxes and other charges that are imposed by the applicable government authority may be reimbursed in addition to amounts shown.” Lodging rates by location and time of year are found at Topic 50, Travel, Topic 95, Paragraph 9.

5.2 When a morning meeting beginning earlier than 8:30 and is held more than 50 miles from the County Administrative complex in downtown Tucson, the traveler may proceed to the meeting location on the night before and stay in a hotel. For morning meetings less than 50 miles from the County Administrative complex, hotel accommodations will not be reimbursed.

6. ADDITIONAL ALLOWANCES

Reasonable expenses may be paid or reimbursed by the County if justification is provided. The following expenses are reimbursable:

- 6.1. Conference registration fees.
- 6.2. Parking, tolls, and transportation expenses to and from the traveler’s residence to an airport. Rental cars are not authorized in the Tucson area.

Note: Airport parking facilities are indicated in Topic 50, Travel, Topic 95, Paragraph 3. Pima County will only reimburse parking based on this Paragraph.

- 6.3. At the travel destination, reimbursement is authorized for the following:

- 6.3.1. Rental cars, if approval is obtained in advance and a receipt is scanned and attached as supporting documentation.
- 6.3.2. Taxi, bus, streetcar, subway, or other public carrier, but is limited to:
 - 6.3.2.1. One daily round trip between the hotel and the place of business, not to exceed twenty miles for each round trip.
 - 6.3.2.2. One daily round trip between the hotel and the eating establishment, if required, not to exceed twenty miles for each round trip.

7. TRAVEL OUTSIDE OF UNITED STATES

Out-of-country travel, excluding Mexico and Canada, must meet the following criteria before such travel is considered for approval:

- 7.1. There is clear documentation that the travel is essential and beneficial to Pima County.
- 7.2. The benefits derived cannot be obtained through any other means except by the individual traveling to the location.
- 7.3. County employees, except Elected Officials and law enforcement personnel on assignment, must be approved by the County Administrator or the appropriate Deputy County Administrator.

8. PER DIEM AND COMPUTATION

- 8.1. The meal per diem allowance shall follow the AZDOA rates called M&IE, located in Topic 50, Travel, Topic 95, Paragraph 9. The rates are listed by location and time of year.
- 8.2. For travel that includes an overnight stay, the meal per diem allowance on the day of departure, is based on the traveler's overnight location on that date. For the day of return, the per diem amount is based on the location in which the traveler last stayed the night, prior to returning. Per diem is provided to cover the cost of meals, and tips. Transportation, lodging, business telephone calls, a daily telephone call to the traveler's home, and registration or seminar fees are excluded from the per diem allowance.
- 8.3. When meals are included in fees, the per diem rate shall be reduced according to which meals are included in the fees, even if the employee chooses not to eat the meal provided. If the fees include three daily meals, per diem rates will not apply. If the fees include less than three meals, Partial Day Rates, as indicated in Topic 50, Travel, Topic 95, paragraph 6 will apply.

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- 8.4. For travel that includes an overnight stay, for the day of departure and day of return, reimbursement will be 75% of the full day per diem. That amount is reduced by any meals provided to the traveler.
- 8.5. When attending conferences or meetings of one day's duration, reimbursements will be on an actual expense basis (mileage, meals, registration, etc.). Reimbursement for meals will be for actual expenses as authorized in this procedure, not to exceed **the applicable per diem rate**. Receipts are required for reimbursement.

Note: Alcoholic beverages will not be reimbursed.

9. REQUIRED TRAVEL DOCUMENTS

- 9.1. Travel expenses for the County Administrator, Clerk of the Board, and other positions appointed by the Board of Supervisors shall be approved by the Chairman of the Board. Travel expenses reimbursed to a Member of the Board of Supervisors must be approved in writing by the Treasurer and by another Member of the Board of Supervisors (A.R.S 11-626).
- 9.2. The Elected Official or Appointing Authority or designee must approve out-of-state travel for Pima County employees.

10. LOCAL MILEAGE

For travel outside of the State of Arizona, refer to Sections 1 through 8 of this procedure. Attachment of the calculated computerized Pima County Mileage form to the Travel Payment document in Advantage is required to justify mileage expenses incurred. The Pima County Mileage Report form can be found at the Finance and Risk Management intranet site under Forms, Financial Operations, Accounts Payable. County-owned vehicles should be used whenever possible.

The mileage reimbursement rate shall follow the AZDOA rate, Topic 50, Travel, Topic 95, Paragraph 1.

10.1. REQUIREMENTS

- 10.1.1. Before initially permitting an individual to drive on County business, the supervisor shall verify that the traveler has a valid driver license, current liability insurance, and registration. By signing the mileage report, the traveler is certifying that he or she has a valid driver license, current vehicular liability insurance, and current registration. When the supervisor approves the mileage report, he or she is certifying that a reasonable effort has been made to determine that the traveler has a valid driver license, liability coverage, and current vehicle registration.
- 10.1.2. Individuals driving on County business, whether driving a County vehicle or a privately owned vehicle, are required to complete the Defensive Driving on-line class every three years. Contact the Risk Management

Department at 724-4477 for information regarding the access and completion of this class.

10.1.3. At least once a year, the supervisor must verify the following:

- 10.1.3.1. The traveler's driver license is current and valid.
- 10.1.3.2. The traveler's vehicular liability insurance coverage is current.
- 10.1.3.3. The traveler's vehicle has current registration.
- 10.1.3.4. The traveler has attended the required Defensive Driving class.

If it is found that any of the above four requirements is missing or is not current, no mileage reimbursement will occur.

The Department may request of Risk Management, a Division of Finance & Risk Management, to obtain a 39-Month uncertified driving record for the traveler from the Arizona Department of Transportation Motor Vehicle Division (ADOT). When requested, Risk Management will contact the Arizona Department of Transportation Motor Vehicle Division for an application for access to the electronic motor vehicle database(s) for a particular department. Completed paper forms will not be accepted by ADOT.

10.2. VEHICULAR ACCIDENTS

Any individual, who is on County business, whether driving a privately owned vehicle or a County vehicle, must report all accidents to the nearest law enforcement agency and Risk Management, even if there is no apparent damage or injury sustained. The traveler's liability insurance carrier will be responsible to the limits of the policy followed by the County's self-insurance program. Regardless of fault, the County will not be held liable for property damage to the employee's vehicle or contents, including the deductibles. For further details, refer to the Pima County Vehicle Operation Administrative Procedure 30-11.

10.3. REIMBURSABLE MILEAGE

- 10.3.1. Traveling between job sites and/or office visits will be reimbursable mileage.
- 10.3.2. Personal commuting mileage will only be reimbursed when an individual is called back to work after returning home from completing a normally scheduled workday.
- 10.3.3. There are two ways to calculate personal commuting mileage. The method used depends on whether you have a regular place of work. Per the IRS, you do not have a regular place of work if you are usually not required to go to the same job site each day.

10.3.3.1. If you normally drive directly from your home to your first work site and are not required to go to the same job site each day, personal commuting mileage is calculated from your home to the first work site and from the last work site to your home.

10.3.3.2. The following will apply if you have a regular place of work:

10.3.3.2.1. If the travel begins or ends at the individual's residence, reimbursable mileage will be the total mileage less the personal mileage between the assigned duty post and home.

For example:

In the morning, an employee goes to his normally assigned duty post at the Sheriff's Department, 1750 E. Benson Hwy. The employee needs to attend to County business at the Superior Court in the afternoon. After the case is over, the employee returns to his home.

The mileage from the Sheriff's Department to the Superior Court is 11 miles. The mileage from Superior Court to the employee's home is 9 miles. Total mileage equals 20 miles. The mileage between the Sheriff's Department, the employee's assigned duty post, to his home is 2 miles. The employee should be reimbursed for 18 miles.

10.3.3.2.2. If the travel begins and ends at the individual's residence, reimbursable mileage will be the total daily mileage less the round trip personal mileage between assigned duty post and home. Only one round trip personal commute will be deducted per day (Attachment 1).

10.4. PARKING FEES

Parking fees paid while visiting a client or temporary work site will be reimbursed. To obtain parking fee reimbursements, the original receipt must be submitted. A receipt for metered parking fees of \$1.00 or less is not required. If a receipt is lost or otherwise not available, a signed statement from the employee will be required. Parking fees incurred while at your primary business location will not be reimbursed.

10.5. TRAFFIC OR PARKING VIOLATIONS

Traffic and parking fines will not be reimbursed. Refer to Administrative Procedure 30-11 for further details.

10.6. REQUIRED DOCUMENTATION FOR REIMBURSEMENT

The claimant must use and complete the pdf, fillable Pima County Mileage Report. This is a self-calculating form located on the Pima County Intranet at Finance and Risk Management, Forms, Financial Operations, Accounts Payable. Any form other than this one will be returned. The url to reach the form directly is: http://intranet.pima.gov/Finance/PDFs/Mileage_Rpt.pdf. Hand written or hand calculated forms will not be accepted. Refer to Finance Procedure FN-AP-05 for further details.

11. MISCELLANEOUS

11.1. Board of Supervisors' Duty Station

Per Arizona Revised Statutes 11-215.A., the duty station for each member of the Board of Supervisors is located in the Administration East Building, 130 W. Congress, Tucson, AZ 85701.

11.2. Travel by Non-Exempt Employees

For detailed instructions, see Administrative Procedure 22-16.

11.3. Travel – Extraditions & Investigations

County employees whose job duties include extradition of prisoners or investigations shall be reimbursed for travel under the rules outlined in this procedure. In the case of travel outside of Arizona, the procedure in Section 3.1 should be followed except that permission to depart from an airport other than Tucson International Airport may be approved by the Presiding Judge, Elected Official, or Department Director or designee, and such written approval must be included with the Final Travel Reconciliation form. Additional expenses incurred for prisoners or investigative purposes shall be based on receipts and require specific approval from the Presiding Judge, Elected Official, or Department Director or designee. Expenses not supported by receipts must be accompanied by a signed statement stating that the expenses are reasonable and necessary and that a full accounting of expenditures is on file in the employee's Department and is available for auditing.

11.4. Final Travel Reconciliation

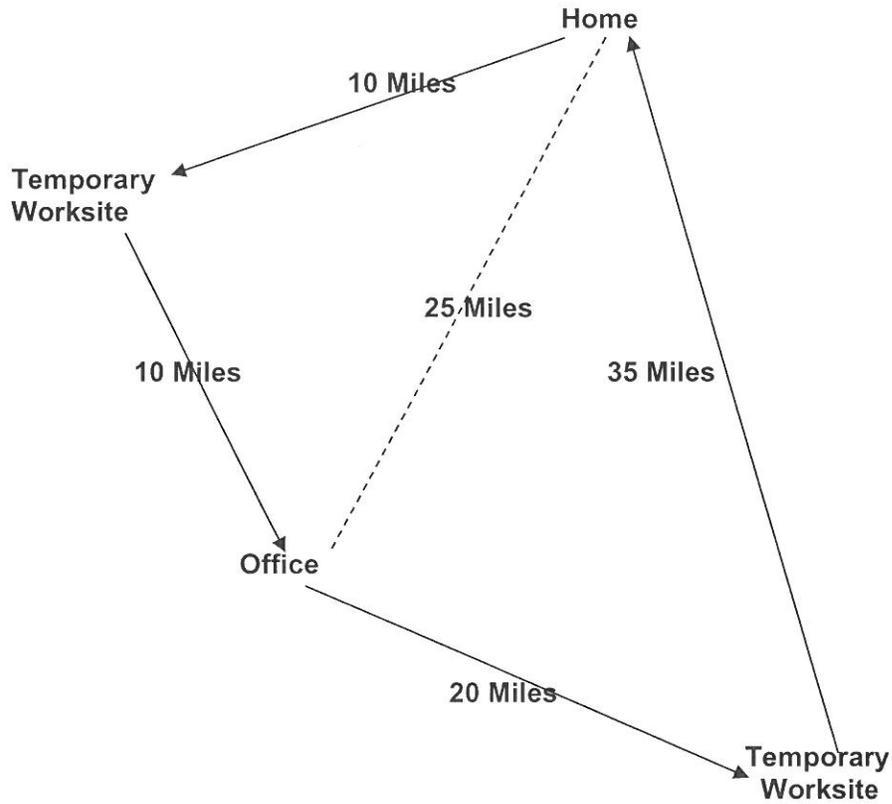
All completed travel must be accounted for within 15 days of the traveler's return by completion and submission of a Final Travel Reconciliation Form to Finance & Risk Management, Financial Operations Division, Accounts Payable Compliance, by mail, Inter-Office mail, or via email to [Pima County Accounts Payable or \(P.CAP@pima.gov\)](mailto:P.CAP@pima.gov). This form, the conference or meeting agenda,

documentation identifying the designated conference hotel, and attached receipts must be attached to the TP or CR document, if a TP or CR document is required.

Departments should ensure that future travel advances will not be created for anyone who has failed to file a Final Travel Reconciliation form and submitted a Travel Payment document and/or repay the unused portion of any Travel Advance within fifteen business days after completion of travel. Unused or unaccountable Travel Advances not deposited with the Treasurer's Office may be recovered by means of a lien against wages.

Note: A reminder will be sent to the employee if a Final Travel Reconciliation is not received within 30 days. If the employee does not submit a Final Travel Reconciliation Form within 45 days of the traveler's return, the full amount of the travel advance will be deducted from the employee's paycheck in the following payroll cycle.

If the employee does not receive a travel advance and does not submit a Final Travel Reconciliation Form within 180 days of the traveler's return, no travel expense will be reimbursed



Correct Way to Calculate Mileage Reimbursement:

This individual drove a total of 75 miles for the day.
 Personal mileage (from home to designated office) is 50 miles per day.
 This individual should be reimbursed for 25 miles.

Incorrect Way to Calculate Mileage Reimbursement:

Home to 1st worksite 0 mileage for less than home to office.
 1st worksite to office 10 miles.
 Office to next worksite 20 miles.
 Last worksite to home 10 miles. (35-25 (home to duty post))
 Total business mileage 40