

TRAVEL GUIDE OUT-OF-STATE

Before You Travel

All out-of-state travel must be approved by the Governing Board before travel arrangements are made.

Required Requisitions

Submit the following requisitions, as applicable:

Conference Registration

A conference registration requisition must include:

- Conference name
- Dates
- Location
- Conference brochure (must be attached to requisition)
- Registration information

Travel Reimbursement Requisition

A requisition will be created payable to the traveler for estimated reimbursable expenses, including:

- Hotel
- Meals not included with conference registration
- Mileage (if applicable)
- Car Rental
- Other allowable travel expenses

Airfare Requisition

A separate requisition will need to be created payable to US Bank for airfare expenses.

Airfare will be purchased after the Purchase Order is approved.

Southwest Airlines should be used whenever possible. Alternative airlines may be used when:

- Southwest does not service the destination, or
- Another airline provides a lower overall cost.
- The District will cover the fee for one checked bag per trip.
- For Southwest Airlines, the District will cover the cost of an assigned seat at booking (Choice).

Once a PO is in place, the Purchasing Specialist will reach out to schedule.

Travelers are responsible for optional upgrades, premium seating, additional baggage, or other personal airline charges.

Hotel Accommodations

Travelers are responsible for:

- Reserving hotel accommodations using a personal credit card.
- Paying hotel expenses at the time of travel.
- Submitting reimbursement documentation after travel.

Conference Hotel

When available, stay at the designated conference hotel. Reimbursement will include

- Standard room charges and applicable taxes
- Required mandatory hotel fees
- Parking, if applicable

Documentation must identify the hotel as the conference hotel to be fully reimbursed.

Non-Conference Hotels

If a conference hotel is unavailable or not used, reimbursement may be limited to the applicable State-approved lodging rate.

Non-Reimbursable Hotel Expenses

The following expenses are not reimbursable:

- Room upgrades
- Room service
- Entertainment charges
- Personal expenses
- Optional amenities

District Credit Card Exception

In rare circumstances, the District may pay lodging expenses directly.

Prior written approval from the Director of Business Services is required before a District credit card may be used.

If approved, the District will pay only:

- Standard room charges and tax
- Required resort fees
- Required parking fees

All other charges remain the responsibility of the traveler.

Meals and Travel Expenses

Meal reimbursements are subject to District travel guidelines and applicable State reimbursement rates.

Travelers cannot claim reimbursement for meals provided by:

- The conference
- A conference-sponsored event
- A hotel package that includes food

Review the conference agenda carefully before submitting reimbursement requests.

After You Travel

Submit the following documents within 30 days after returning:

- ☐ Travel Expense Reimbursement Form (signed by supervisor)
- ☐ Hotel checkout receipt (itemized)
- ☐ Rental car receipt (if applicable)
- ☐ Mileage documentation (if applicable)
- ☐ Other travel receipts, excluding meals

Travel Reimbursement Schedule

Can be found at: <https://gao.az.gov/travel/travel-information>