ADMINISTRATIVE PROCEDURES

Procedure Number: 22-1

Effective Date: 09/09/1997
Revision Date: 03/28/2013

C. Bruce Henry
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 encumbrances, 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.

Lodging Rate: The base rate defined by the vendor prior to the application of taxes.

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.

Non-Reimbursable Expenses: Expense generated by the traveler which are not considered to be essential.

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 Encumbrance: Travel expenditures encumbered by a Department in anticipation of business 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. TRANSPORTATION

3.1. Travel by Air: All travel related to County business outside of Arizona should be by air. 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.

3.2. 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.

3.3. Use of Private Vehicles: If a Presiding Judge, Elected Official, or Department Director approves the use of a personal vehicle, reimbursement will be based on the cost of air travel or the mileage rate in effect at the time as set forth in Section 11 of this procedure, entitled "Local Mileage" whichever is less. The cost of gasoline is included in the mileage reimbursement rate stated above.

3.4. Use of County Vehicle: 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.

3.5. 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.

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

3.7. Insurance While Traveling in Mexico: Vehicle insurance for travel in Mexico must be pre-arranged through Risk Management. A proof of insurance certificate will be provided when using a County vehicle. When using a personal vehicle, insurance purchased to travel into Mexico will only be reimbursed if approved by Risk Management.

4. HOTEL ACCOMMODATIONS

Reimbursement should be at the single "government" room rate. The "government" rate should be requested when making reservations. Receipts are required for reimbursement and shall only be paid for commercial lodging. It is suggested that the General Services Administration for maximum lodging rates be followed.

When a morning meeting beginning earlier than 8:30 and is held more than 150 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 150 miles from the County Administrative complex, hotel accommodations will not be reimbursed.

5. ADDITIONAL ALLOWANCES

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

5.1. Conference registration fees.

5.2. Parking, tolls, and transportation expenses to and from the traveler's residence to an airport. Rental cars are not authorized in the Tucson area.

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

5.3.1. Rental cars, if approval is obtained in advance and a receipt is scanned and attached to the AMS Advantage Travel Document: TP (Travel Payment).

5.3.2. Taxi, bus, streetcar, subway, or other public carrier, but is limited to:

5.3.2.1. One daily round trip between the hotel and the place of business, not to exceed twenty miles for each round trip.

5.3.2.2. One daily round trip between the hotel and the eating establishment, if required, not to exceed twenty miles for each round trip.

6. 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:

6.1. There is clear documentation that the travel is essential and beneficial to Pima County.

6.2. The benefits derived cannot be obtained through any other means except by the individual traveling to the location.

6.3. County employees, except Elected Officials and law enforcement personnel on assignment, must be approved by the County Administrator.

7. PER DIEM AND COMPUTATION

7.1. The meal per diem allowance is **thirty-nine dollars** per day. 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.

7.2. When meals are included in fees, the **$39** 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, the following reductions will apply:

Breakfast (excluding Continental breakfast)	$ 8.00
Lunch	$ 12.00
Dinner	$ 19.00

7.3. When travel commences after 1:00 p.m. on the day of departure, or ends prior to 1:00 p.m. on the day of return, only 50 percent of the per diem allowance will be authorized. For purposes of air travel, travel shall begin or end two hours before actual departure time or after actual arrival time.

7.4. When attending conferences or meetings of one day's duration, reimbursements will be on an actual expense basis (mileage, meals, registration, etc.). Reimbursement will be for actual expenses for those items authorized in this Section, item 7.1., not to exceed **thirty-nine dollars**. Per diem rates will not apply.

Note: Alcoholic beverages will not be reimbursed.

8. REQUIRED TRAVEL DOCUMENTS

8.1. 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 Board of Supervisor must be approved in writing by the Treasurer and by another Member of the Board of Supervisors.

8.2. The Elected Official or Appointing Authority or designee must approve out-of-state travel for Pima County employees.

9. 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 AMS Advantage Financial 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 current reimbursable rate effective as of the date of this procedure is $0.445 per mile.

9.1. REQUIREMENTS

9.1.1. 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.

9.1.2. 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.

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

9.1.3.1. The traveler's driver license is current and valid.

9.1.3.2. The traveler's vehicular liability insurance coverage is current.

9.1.3.3. The traveler's vehicle has current registration.

9.1.3.4. The traveler has attended the required Defensive Driving class.

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.

9.2. 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.

9.3. REIMBURSABLE MILEAGE

9.3.1. Traveling between job sites and/or office visits will be reimbursable mileage.

9.3.2. Personal commuting mileage will only be reimbursed when an individual is called back to work after returning home from completing a normally scheduled workday.

9.3.3. 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.

9.3.3.1. 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.

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

9.3.3.2.1. 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.

9.3.3.2.2. 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).

9.4. 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.

9.5. TRAFFIC OR PARKING VIOLATIONS

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

9.6. 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.

10. MISCELLANEOUS

10.1. 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.

10.2. 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. 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

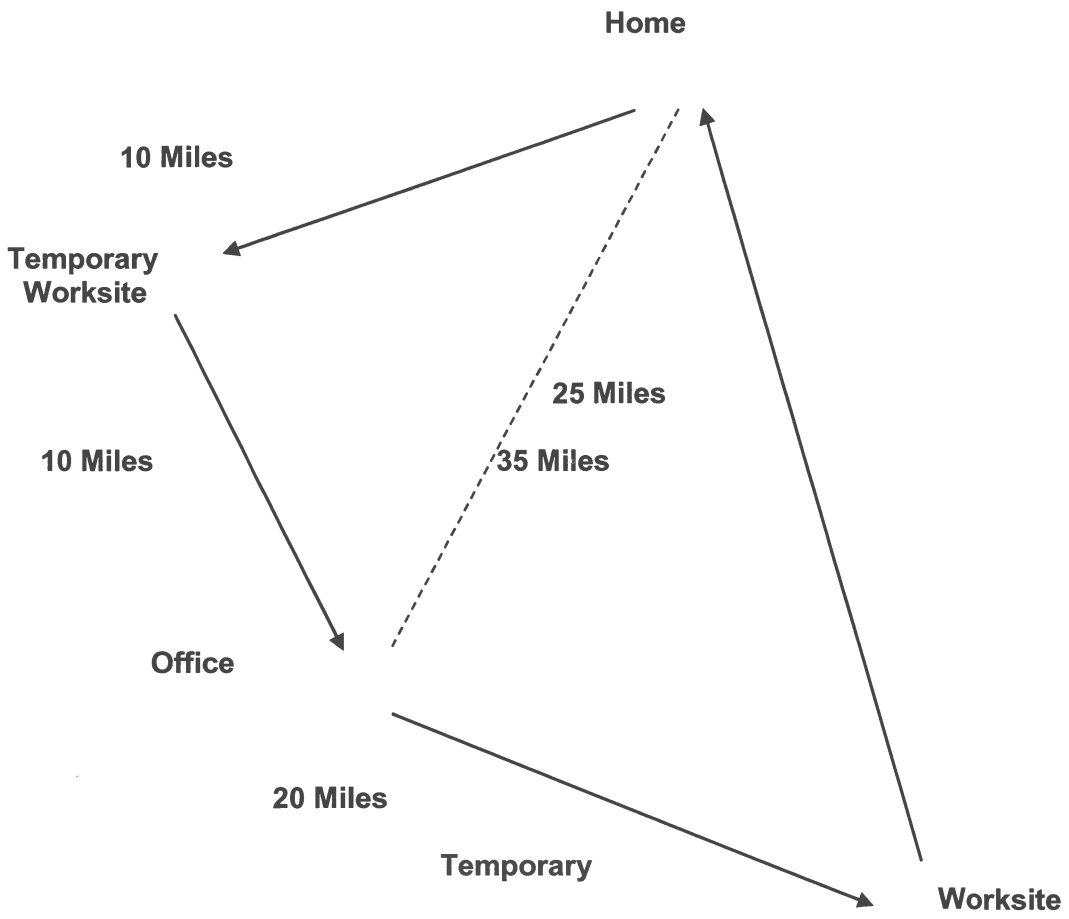
the expenses are reasonable and necessary and that a full accounting of expenditures is on file in the employee's Department and is available for auditing.

10.3. 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 (Exhibit 2) 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). This form 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.

Attachment 1



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

Attachment 2

PIMA COUNTY
FINAL TRAVEL RECONCILIATION
(to be completed upon traveler's return)

Traveler's Name:		Destination:	
Vendor Number:		Purpose:	
Department Name:		Departure Date/Time:	
		Return Date/Time:	

Travel Expenditures Itemized Per Day

Date	Registration	Transportation	Mileage Expense (Mileage x Rate)	Lodging	Per Diem	Other	Line Total
							0.00
							0.00
							0.00
							0.00
						Total Allowable Expense:	$0.00

Advances/Prepaid Expenses

Type Of Expense	Document Type	Document Number	Amount	Prepaid Payee	Line Total
Registration:					0.00
Transportation:					0.00
Lodging:					0.00
Per Diem:					0.00
Other:					0.00
				Total Advances/Pre-Paid Expenses	$0.00

Amount Due Employee: _____

Travel Payment No.:_____ Date_____

Amount Due Pima County: _____

Cash Receipt No.:_____ Date_____

I hereby certify that the above travel was completed in the performance of official duties, that the information given above is true in all respects, and that no travel payment (TP) document has before been made for any part thereof, and that i am not indebted to Pima County in any manner.

_____ _____

Traveler's Signature Date

*Note: Receipts must be attached for Lodging, Transportation, and Miscellaneous expenses.

Revised: 09/29/2011