

TRAVEL EXPENSE CLAIMS

Travel expense claim forms must be signed by the traveler and traveler's supervisor and must include appropriate account funding code.

The following **must** be submitted with travel claim:

- ✓ Copy of the [Travel Approval Documentation](#)
- ✓ Copy of flight itinerary
- ✓ Copy of conference brochure that includes the name of conference, conference date/dates and conference designated hotel/hotels with lodging rates
- ✓ Original hotel receipt
- ✓ Original parking receipt/receipts
- ✓ Original gasoline receipt/receipts (if using a district vehicle)

Meal receipts **are** required, reimbursement will only be provided up to the amount authorized by the Auditor General through the per diem chart. The traveler is not entitled to a meal allowance for meals provided free at a state institution, on an airplane, included in conference registration fees or provided on a complimentary basis by the facility at which one is lodged.

Since reimbursement rates vary by city, please call Accounting for assistance or access Department of Arizona's website at www.gao.state.az.us/travel.

