

TRAVEL EXPENSE INSTRUCTIONS

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 Pre-Approval Documentation
- ✓ Copy of all Purchase Orders for the related travel
- ✓ Copy of flight itinerary, if applicable
- ✓ Copy of conference brochure that includes the name of conference, conference date/dates and conference designated hotel/hotels with lodging rates
- ✓ Original, itemized hotel receipt
- ✓ Original, detailed meal receipts
 - Alcohol is not reimbursable
 - Gratuity up to 20% of meal cost is reimbursable
 - 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 if meals are provided during the conference.

Reimbursement for lodging and meals may not exceed the amount set forth by the Auditor General's Office. The exception for this allows for lodging at a conference hotel.

All claims must be submitted within two (2) calendar months of travel.

Please email Ann Moxley at amoxley@kyrene.org or Brian Lockery at BLockery@kyrene.org for assistance.

Additional information may also be found at <http://www.kyrene.org/Page/28778> and http://www.gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf