

Travel FAQs

Q) Besides pack, what else do I need to do before I travel?

A) Complete a Travel Pre-Approval Form with your supervisor's signature, and submit all appropriate travel-related Purchase Orders, including a PO to reimburse the traveler for any travel expenses incurred. A copy of the Travel Pre-Approval must be attached to all travel-related POs.

Q) I'm not hungry in the morning. Can I be reimbursed for a latte and a muffin?

A) No. This is considered a light snack and not a reimbursable meal.

Q) Should I keep my receipts for reimbursement?

A) Yes! Original, detailed receipts should be submitted with the claim for reimbursement. Keep personal copies until after you have received your reimbursement.

Q) Is alcohol a reimbursable expense?

A) No.

Q) Are tips to servers reimbursable?

A) Yes, up to 20% of the meal total, within the allowable meal reimbursement rate.

Q) There are no restaurants near my hotel. Can I be reimbursed for transportation costs to obtain a meal?

A) Yes, however the meal reimbursement rate includes the cost of the meal, tax, tip, and the cost of transportation between places of lodging. Additional transportation is applied to the allowable amount for meal reimbursements.

Q) If my colleague and I share a hotel room, can the lodging per diem be exceeded?

A) Yes, but not to exceed twice the per diem. If the allowable per diem is \$75, you may share a \$150 hotel room.

Q) Is hotel parking a reimbursable expense?

A) Maybe, but it depends on the hotel lodging rate paid versus the allowable rate. Please confer with Business Services prior to traveling.

Q) My conference is in Tucson. Can I drive my own vehicle and get reimbursed for mileage?

A) Yes. Mileage is reimbursed at 44.5¢ per mile. You may also reserve and drive a district-owned vehicle.

Q) I may need to rent a car when I get to my destination. Is that a reimbursable expense?

A) Yes, however, please call the Business Services department for detailed information.

Q) Who comes up with all these rules, anyway?

A) Arizona School Districts must follow the State of Arizona Travel Policy as established by the Arizona Department of Administration – General Accounting Office.

Q) I find this incredibly fascinating! Where can I get more information?

A) On the Kyrene website; Departments, Business Services, Travel. Enjoy!