

ADE/ADULT EDUCATION SERVICES NON-STATE TRAVELER GUIDE

Things to Remember

1. **PENCIL IS NOT ALLOWED. BLACK or BLUE ink ONLY.**
2. **WHITEOUT IS NOT ALLOWED.**
3. For Non-State Employees 8:00 am – 5:00 pm is considered normal working hours.
4. Each day/date of travel, departing address and city, departure time, the arriving address and city, the arrival time **MUST BE RECORDED.**
5. Procure.AZ vendor registration must be completed if:
 - a. It is your first time traveling for the State.
6. A current copy of the following policies can be requested:
 - a. Department of Administration Travel Policy.
 - b. Department of Education Travel Policy for Non-State Employee Travel.
7. Mileage Expenses:
 - a. The starting odometer and the ending odometer reading **MUST BE RECORDED.**
 - b. Mileage reimbursement is .445 cents per mile, effective 11/15/06.
8. Meals and Incidental Expenses:
 - a. The amount to be reimbursed is the ‘actual’ spent for the meal up to the amount allowed.
 - b. **ORIGINAL RECEIPTS ARE REQUIRED** for reimbursement of meals and incidental expenses.
 - c. The receipt must include the establishment name, address, phone number and the list of meal items purchased.

Meal Rate Breakdown

Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$10.00	\$11.00	\$13.00	\$14.00	\$16.00	\$17.00
Dinner	\$17.00	\$20.00	\$22.00	\$25.00	\$27.00	\$30.00
Day Total	\$34.00	\$39.00	\$44.00	\$49.00	\$54.00	\$59.00

Meal reimbursement qualifications will be based on the following matrix:

- a. Six hours in travel status – one meal
- b. Twelve hours in travel status – two meals
- c. Eighteen or more hours in travel status – three meals
- d. Meal cut off hours are as follows:

Travel Status Hours	Meal Consume Time	Breakfast	Lunch	Dinner
At least 6	12:00 am – 10:00 am	✓	No	No
At least 6	10:01 am – 4:00 pm	No	✓	No
At least 6	4:01 pm – 11:59 pm	No	No	✓
At least 12	12:00 am – 4:00 pm	✓	✓	No
At least 12	10:01 am – 11:59 pm	No	✓	✓
At least 12	4:00 pm – 10:00 am	✓	No	✓
At least 18	12:00 am – 11:59 pm	✓	✓	✓

Lodging and Meal Rates (Effective 11/15/06)

Primary Destination	County	Begin	End	Lodging	Meals*
All destination/counties not specified		Jan 1	Dec 31	\$60	\$34
Grand Canyon/Flagstaff	Coconino (Except The City Limits of Sedona)	Oct 1	Oct 31	\$81	\$39
		Nov 1	Feb 28	\$65	\$39
		Mar 1	Sep 30	\$81	\$39
Kayenta/Winslow	Navajo	Jan 1	Dec 31	\$71	\$49
Phoenix/Scottsdale	Maricopa	Oct 1	Dec 31	\$103	\$54
		Jan 1	Mar 31	\$141	\$54
		Apr 1	May 31	\$109	\$54
		Jun 1	Aug 31	\$74	\$54
		Sep 1	Sep 30	\$103	\$54
Sedona	City of Sedona which falls within Yavapai and Coconino Counties	Oct 1	Feb 28	\$107	\$59
		Mar 1	May 31	\$118	\$59
		Jun 1	Sep 30	\$107	\$59
Sierra Vista/Douglas	Cochise	Jan 1	Dec 31	\$66	\$34
Tucson	Pima	Oct 1	Dec 31	\$83	\$44
		Jan 1	Mar 31	\$119	\$44
		Apr 1	Sep 30	\$83	\$44
Yuma	Yuma	Jan 1	Dec 31	\$71	\$34

Submit travel claims to:
 Arizona Department of Education
 Attention: Janice Cruz, Bin #26
 1535 W. Jefferson Street
 Phoenix, AZ 85007