

DES Coordinated Hunger Relief Program – Policy Memo

Policy Memo #PM 15-02 – Travel Allowable Cost Policy

Program: SNAP and TEFAP

Effective Date: 10/01/2014

Issue Date: 09/30/14

This Policy Memo is being issued to inform SNAP Community Partners and TEFAP Regional Food Banks of the allowable cost related to in-state and out-of-state travel when reimbursement is being requested from DES Coordinated Hunger Relief Program . All costs must be allowable, reasonable, and necessary.

A. **Reasonable costs** are those that:

- Provide a program benefit generally commensurate with the amount incurred;
- Are in proportion with other program costs for the function; and
- Have a high priority relative to other demands.

B. **Necessary costs** are those that:

- Are needed to carry out essential functions;
- Cannot be avoided without adverse impact on program operations; and
- Do not duplicate existing efforts.

C. **Allowable activities:**

1. In State Travel: Travel within the state of Arizona is subject to State Reimbursement Rates. Mileage will not be reimbursed in excess of the state personal vehicle mileage reimbursement.
 - Mileage Reimbursement Rate: \$.445 per mile
 - A traveler may claim reimbursement for business-related miles traveled in a personal vehicle.
 - Mileage will not be reimbursed in excess of the state personal vehicle mileage reimbursement.
 - Reimbursement for mileage is allowable for business-related miles but not for commuting miles.

Commuting is travel between a personal residence and a regular duty post. The cost of commuting is considered a personal expense and is not reimbursable. Commuting expenses are not reimbursable no matter how far the residence is from the regular duty post (work location). This would include travel from personal residence to various sites as part of regular duty. (For examples see Business Miles versus Commuting Miles attachment)

- Hotel/Per Diem
Lodging will not be reimbursed in excess of the state per Diem rates: See the attached Supplemental I Maximum Transportation and Meal Reimbursement Rates document

2. Out of state Travel:

- Travel outside of the state of Arizona is subject to federal reimbursement rates. Maximum allowable Per Diem rates for lodging and meals can be obtained from the GSA U.S. General Services Administration website <http://www.gsa.gov/portal/content/104877>

3. Conference fees and related travel expenses must be justified and reasonable. The conference or training must have a direct link to the planning and implementation of the activities in the State SNAP Outreach Plan.

IMPORTANT:

Prior approval is required for all reimbursement requests related to conference and training attendance. Partners must submit conference/training agenda in advance of the event when reimbursement is being requested from DES Coordinated Hunger Relief Program.

4. Exception to maximum lodging rates;
Accommodations at alternate hotels in the immediate vicinity of the conference may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s). In other words, if all of the hotels listed in the conference brochure are full, then the traveler may use a nearby hotel whose cost is no greater than the lowest single room rate listed on the conference brochure or the allowable rate for that city.

Please forward any questions or concerns regarding this Policy update to:

Coordinated Hunger Relief Program

Email address: CoordinatedHungerReliefProgram@azdes.gov



SUBJECT

State of Arizona Travel Policy
Supplement I - Maximum Transportation, Lodging and Meal Reimbursement Rates

THE FOLLOWING RATES APPLY TO EMPLOYEES TRAVELING ON OFFICIAL STATE BUSINESS:

1. Personal Vehicle Mileage Reimbursement: **44.5 cents per mile effective 11/15/06**
2. Privately-owned aircraft: 99.5 cents per mile. Requires prior GAO approval. Based on the shortest air routes from origin to destination. Landing and parking fees are allowed except at the location where the aircraft is normally based.
3. In-State Lodging and Meal Rates: **Effective 11/15/06**

State	Primary Destination	County	Begin	End	Lodging	Meal
Default Rate	All cities not listed below	All counties not listed below			\$60	\$34
Arizona	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Oct 1	Oct 31	\$81	\$39
	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Nov 1	Feb 28	\$65	\$39
	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Mar 1	Sep 30	\$81	\$39
	Kayenta	Navajo			\$71	\$49
	Phoenix / Scottsdale	Maricopa	Oct 1	Dec 31	\$103	\$54
	Phoenix / Scottsdale	Maricopa	Jan 1	Mar 31	\$141	\$54
	Phoenix / Scottsdale	Maricopa	Apr 1	May 31	\$109	\$54
	Phoenix / Scottsdale	Maricopa	Jun 1	Aug 31	\$74	\$54
	Phoenix / Scottsdale	Maricopa	Sep 1	Sep 30	\$103	\$54
	Sedona	City Of Sedona Which Falls Within Yavapai And Coconino Counties	Oct 1	Feb 28	\$107	\$59
	Sedona	City Of Sedona Which Falls Within Yavapai And Coconino Counties	Mar 1	May 31	\$118	\$59
	Sedona	City Of Sedona Which Falls Within Yavapai And Coconino Counties	Jun 1	Sep 30	\$107	\$59
	Sierra Vista	Cochise			\$66	\$34
	Tucson	Pima	Oct 1	Dec 31	\$83	\$44
	Tucson	Pima	Jan 1	Mar 31	\$119	\$44
	Tucson	Pima	Apr 1	Sep 30	\$83	\$44
	Yuma	Yuma			\$71	\$34