



Doug Ducey
Governor

State of Arizona Arizona Geological Survey

416 W. Congress St, Suite 100
Tucson, Arizona 85701
(520) 770-3500



M. Lee Allison, Ph.D., P.G.
Director & State Geologist

Travel Reimbursement Policy

Flights

Please make book your flights as early as possible on a **domestic (U.S.) carrier**, as required by the Fly America Act: *"Federal travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government. One exception to this requirement is transportation provided under a bilateral or multilateral air transport agreement, to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act."* For more information, please see: <http://www.gsa.gov/portal/content/103191>.

We will reimburse the following:

1. Full travel costs (if driving in lieu of flying, mileage may be reimbursed at 44.5¢/mile)
 - a. Flight Costs (must comply with Fly America Act)
 - b. Hotel, excluding incidentals
 - c. Airport Parking
 - d. Ground Transportation Costs
 - e. Incidentals (such as checked baggage costs, etc.)
2. Per diem for meals not provided by the workshop or meeting

Reimbursement Documentation

To handle your reimbursements, we will need the following:

1. Completed AZ W9 & Vendor Authorization form, https://gao.az.gov/sites/default/files/AZ_subw-9_010713-S%26S.pdf
2. A receipt for your plane tickets – a copy is acceptable
3. **Original** receipts for ground transportation, checked baggage, airport parking and any other incidentals. You do not need to submit receipts for meals.
4. An official reimbursement request, i.e. categorized invoice, from the individual or institution for which the AZ W9 is completed.
 - a. Please list all of your travel costs, including per diem for meals not provided by the workshop or meeting. To calculate your per diem meal rates, visit <http://www.gsa.gov/portal/content/104877>

Timing

Reimbursement requests are due within 30 days of the end of your workshop or meeting. ALL reimbursement requests will be handled at that time; late reimbursement requests cannot be accepted. Please send a hard (mail) copy of the reimbursement materials to:

Arizona Geological Survey
416 W. Congress St., Suite 100
Tucson, AZ 85701

Please contact Kendra.decker@azgs.az.gov, direct line 520-209-4132, if you have any questions.