
From: AZ Auditor General's Office - ASD
Sent: Wednesday, November 2, 2016 12:00 PM
Subject: Travel Webinar

From the:
ARIZONA
Auditor General

Thank you for registering for the Travel Guidance webinar. If you were unable to attend last Thursday, or if you would like to refer to the slides from the webinar, you can visit our website at <https://www.azauditor.gov/reports-publications/school-districts/webinars>. We will post the recording from the webinar on that same page as soon as it is processed.

During the webinar, a participant asked if the meal reimbursement for a bus driver that left for a trip at 9 am and returned at 3 am the following morning would be limited to ADOA's new extended day amount of \$20. We reached out to ADOA and determined that because the bus driver was provided with substantial rest to comply with Department of Transportation requirements, the travel day can be counted as "overnight travel" and the bus driver should be reimbursed for the day according to the day of departure rules at 75% of the full-day rate of the destination location.

A few webinar participants have also requested a copy of the state travel claim form. The current claim form (GAO-503EZ last updated in 2008) can be found at <https://gao.az.gov/publications/forms>. ADOA is planning to update the form soon related to electronic filing requirements in the State's new accounting system.

If you have any questions on travel guidance for school districts, please contact Valerie Culling or Mike Murray in our Accounting Services Division at asd@azauditor.gov or (602) 553-0333.

Sincerely,
Arizona Auditor General's Office



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