

ADOA – General Accounting Office

AGENCY PAYROLL GUIDE:
TRAVEL AND REIMBURSEMENTS





TRAVEL AND REIMBURSEMENTS

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Overview

The objective of this quick reference guide is to provide general information on the process of Travel and Reimbursements in HRIS as it relates to the Agency Payroll Specialist. The guide is not intended to be all-inclusive and may not offer step-by-step instructions.

Agency Payroll Functions

1. Ensure reimbursements are in compliance with policy
2. Process requests for Travel Advance and Recovery of Travel Advance
3. Process reimbursements timely

Deadlines

1. All travel claims must be submitted within 3 calendar months of the completion of the trip to which they pertain. Claims submitted after this deadline, requiring additional approvals.
2. All reimbursement claims should be filed within the later of 30 days of the incurrence of the expense qualifying for reimbursement or 30 days of satisfying the requirements for an expense reimbursement.
3. Claims for reimbursement must be filed not later than 180 days of incurrence of the expense qualifying for reimbursement.

Payroll Cycle

Payroll jobs use a 10-day cycle. Use this reference chart to determine the day of the week when Day Numbers are referred to in this guide.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Compute	Day 1	Day 2	Day 3	Day 4	Day 5
Week 2 Off Compute	Day 6	Day 7	Day 8	Day 9	Day 10

Helpful Resources and Documents

Policies

SAAM

- [SAAM 5005 General Travel Principles & Policies](#)
- [SAAM 5007 Agency-level Travel Responsibilities](#)
- [SAAM 5055 Travel Claims](#)
- [SAAM 5052 Travel Advances](#)
- [SAAM 5536 Miscellaneous Employee Reimbursement](#)
- [SAAM 5560 Wireless Devices Used to Conduct State Business](#)
- [SAAM 5045 Travel Requests and Authorizations](#)

Personnel Rules

State Personnel System Rules **R2-5A-405** Tuition Reimbursement for Education

State Personnel System Rules **R2-5A-406** Reimbursement for Relocation

Step by Step Training

HRIS Training [Agency Reimbursement Specialist](#)

HRIS Training - [Manual Payments](#)

Forms

1. [GAO-502](#) Employee Expense Reimbursement Form
2. [GAO-503EZ](#) State of Arizona Travel Claim Form
3. [GAO-503EZ Instructions](#) State of Arizona Travel Claim Instructions
4. [GAO-503AEZ](#) State of Arizona Travel Claim Continuation Form
5. [GAO-509A](#) State of Arizona Request for Travel Advance – HRIS
6. [GAO-513](#) Untimely Filed Employee Travel Claims

Reimbursements

To ensure proper tracking of non-taxable and taxable items, Employee Reimbursements must be paid out of the HRIS instead of the Arizona Financial Information System (AFIS). The expenses are recorded by an Agency Reimbursements Specialist using the **Employee Reimbursements Entry Form (ZR35.2)**. Detailed instructions are found in the Employee Reimbursements HRIS Training manual.

Agency Reimbursements Specialists will use this form to batch and enter employee reimbursements and the associated labor distribution. The labor distribution for the reimbursements will come from one of three places, as defined during entry, including:

- Default from the position using the employee's default labor distribution (XP02)
- For employees with multiple distributions, the split will be pulled from the Payroll Distributions – Positions Form (XR23.3), OR
- Labor as overridden and entered directly on the ZR35.2

It is important to remember, if you do not enter a specific labor distribution on this form, the expenses will be charged to that which is the default for the position (where it is a single distribution or a multiple distribution).

It is critical to use the correct pay codes to ensure proper recording and taxation. The reimbursement time record date should be the date the expense was incurred. If there are multiple dates, use the Friday pay period end date when the travel occurred. Each batch should include all items on an

employee's claim batched together based on the date the employee signed his/her claim. Employees will receive the funds from these claims during the bi-weekly payroll cycle. GAO Forms 502 and 503AZ can be used for both initial entry and, if necessary, adjustments to prior claims.

ZR35.2 will be used to input the following types of reimbursement (see the HRIS Pay Code Listing for most up-to-date list)

PAY CODE	DESCRIPTION	FEDERAL TAXABLE?
600	UNIFORM REIMBURSE-NONTAX	NON-TAXABLE
601	UNIFORM ALLOWANCE-TAXABLE	TAXABLE
650	CELL PHONE REIMB-NONTAX	NON-TAXABLE
652	REPAIR&MAINT-VEH REIMB-NONTAX	NON-TAXABLE
654	TOOLS REIMBURSEMENT-NONTAX	NON-TAXABLE
655	TOOLS ALLOWANCE-TAXABLE	TAXABLE
656	OFFICE SUPPLIES REIMB-NONTAX	NON-TAXABLE
658	HOUSEKEEPING SUPP REIMB-NONTAX	NON-TAXABLE
659	EDUCATION ASSISTANCE PROGRAM	BOTH
660	EDUC ASSISTANCE OTHER-NONTAX	NON-TAXABLE
661	EDUC ASSISTANCE OTHER-TAXABLE	TAXABLE
662	CONF/TRAINING FEE REIMB-NONTAX	NON-TAXABLE
664	POSTAGE/DELIVERY REIMB-NONTAX	NON-TAXABLE
668	EMP RECOGNITION REIMB-NONTAX	NON-TAXABLE
670	DUES AND PROF LIC REIMB-NONTAX	NON-TAXABLE
673	EMP RELOCATION REIMB-TAXABLE	TAXABLE
698	OTHER MISC REIMBURSEMNT-NONTAX	NON-TAXABLE
920	IN STATE AIRFARE	NON-TAXABLE
921	IN STATE MILEAGE	NON-TAXABLE
922	IN STATE LODGING	NON-TAXABLE
923	IN STATE MEALS - W OVRNGT STAY	NON-TAXABLE
924	IN STATE MEALS-W/O OVNGT STY	TAXABLE
925	IN STATE-CAR RENTAL (NTAXTRVL)	NON-TAXABLE
926	IN STATE - MISC EXPENSE	NON-TAXABLE
930	OUTSTATE - AIRFARE	NON-TAXABLE
931	OUTSTATE - CAR RENTAL	NON-TAXABLE
932	OUTSTATE - LODGING	NON-TAXABLE
933	OUTSTATE-MEALS W OVRNGT STAY	NON-TAXABLE
934	OUTSTATE-MEALS W/O OVRNGT STY	TAXABLE
936	OUTSTATE-MISC EXPENSE	NON-TAXABLE
940	OUT OF U.S. AIR FARE	NON-TAXABLE
941	OUT OF U.S. CAR RENTAL	NON-TAXABLE
942	OUT OF U.S. LODGING	NON-TAXABLE
943	OUT OF U.S. MEALS W OVRNGT STAY	NON-TAXABLE
944	OUT OF U.S. MEALS W/O OVRNGT STY	TAXABLE
945	TRAVEL ADVANCE	NON-TAXABLE

Untimely Travel Claims

All travel claims must be submitted within 3 calendar months of the completion of the trip to which they pertain. Any late travel claim filed will be considered an untimely filed employee travel claim and require additional processing. A Form GAO-513 signed by the Agency head, ADOA Director and State Comptroller is required to process the reimbursement. Refer to SAAM 5056 Untimely Filed Employee Travel Claims for complete policies and procedures

Travel Advance

In the event an agency Travel Card cannot be used, a travel advance may be issued. To reduce the potential liability for the State with regard to Travel Advances, the following requirements must be met before the travel advance can be issued:

1. The employee must be expected to be in travel status for at least 3 consecutive days.
2. The advance request is limited to amounts that are expected to be incurred for lodging and meals.
3. The amount of the request is limited to 80% of the expected lodging and meals.
4. The amount of the request cannot be less than \$100.00.
5. Complete form **GAO-509A** State of Arizona Request for Travel Advance – HRIS

The Travel Advance is processed in the HRIS using screen ZR35.2. Review SAAM 5052 Travel Advance Processing for detailed policies and procedures. Refer to SAAM 5005, General Travel Principles and Policies, for additional restrictions and conditions relating to travel advances.

Expedited Travel Advance

When an agency has an emergency or does not have enough time to issue a travel advance through the normal pay cycle an expedited request can be processed using **the Manual Payment Form ZR80.1**. It is recommended that this process be used sparingly and as the last resort. Detailed instructions for entering a manual payment are found in HRIS Training for Manual Payments. The State of Arizona Request for an Expedited Travel Advance – **HRIS Form GAO-509A-EHRIS** - must be approved by the State Comptroller. The approved GAO-509A-EHRIS form must be submitted with the GAO-99A by 12:00 p.m. (noon) on the day the manual payment is entered.

Recovery of Travel Advance

Upon an employee's return from a trip that involved a Travel Advance, obtain the completed and signed **GAO-503EZ State of Arizona Travel Claim Form**. On the ZR35.2, enter a negative amount for the original travel advance issued using pay code **945**. Enter positive amounts to pay codes on the Travel Claim. Detailed instructions can be found in Agency Reimbursement Specialist.

Need Assistance?

View the Central Payroll Directory [click here](#)