

# ARIZONA

DEPARTMENT OF ADMINISTRATION  
GENERAL ACCOUNTING

## Out-of-State Travel Approval Request

In accordance with A.R.S. §38-626A, approval is requested for the following out-of-state travel

Agency			
Employee Name			

**Travel Status**

Begin Date		End Date	
Begin Time		End Time	

**Purpose of Travel and Location**

**Estimated Costs** (for Agency Approval only)

Will any meals be provided?	Yes	No
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Object	Amount	Object	Amount	
*Air Fare	6611	Meals with Overnight Stay	6641	
*Air Fare Out-of-Country	6612	Meals with Overnight Stay Out-of-Country	6651	
Car Rental	6621	Meals without Overnight Stay	6642	
Car Rental Out-of-Country	6622	Meals without Overnight Stay Out-of-Country	6652	
Lodging	6631	Other Miscellaneous Travel	6699	
Lodging Out-of-Country	6632	*Conference, Education, & Training Registration	7455	
Other		Other		
	Subtotal Costs		Subtotal Costs	
	Estimated Total Costs			

\*This form is for total trip estimates ONLY and indicated items should not be paid personally by a State of Arizona employee

**Employee**

Signature		EIN		Date	
Name		Title		Phone	

**Agency Head or Designee**

Signature		EIN		Date	
Name		Title		Phone	

Exceptions to State policy (such as lodging rates in excess of State rates, etc.) require the approval of the State Comptroller. In such cases, this form, with a Form GAO-515 travel exception request attached, is to be forwarded to the State Comptroller at [GAOTravel@azdoa.gov](mailto:GAOTravel@azdoa.gov). The form and memo will be returned to the Agency with the State Comptroller's determination.