

ARIZONA

DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING

Request for Travel Policy Exception Requiring the Approval of the State Comptroller or Designee

Before completing this form, please review SAAM 0015, *Exceptions to Policy*. If practicable, all requests should be submitted at least ten (10) business days prior to allow time for processing. If the request applies to multiple employees with the same itinerary, list additional names and EINs in the Detailed Explanation box below.

Traveler's Name		EIN		Agency	
Travel Destination				Departure Date	Return Date
				Departure Time	Return Time
Travel Purpose					

Provide a **detailed explanation** (on page 2 of this form or on an attached letter/memorandum). The detailed explanation should include:

- reasons the exception should be granted
- alternatives considered to comply with policy and/or reduce cost to the State of Arizona
- if applicable, reasons why exception request was not made prior to travel
- additional information relevant to the request

Attach copies of **required supporting documentation** which may include, but is not limited to:

- completed and signed forms GAO-509 (out-of-state travel authorization), GAO-509A (travel advance), GAO-509S (three or more over \$5,000), GAO-513 (delinquent filed), and/or GAO-503 (travel claim, if after travel)
- applicable receipts
- print screens of travel and lodging websites consulted
- conference brochure

Requests requiring the approval of the State Comptroller are to be sent with all required information and attachments to GAOTravel@azdoa.gov.

Check this box if you have attached additional documentation.

Check the box(es) below to select the **type(s) of exception(s)** you are requesting.

<input type="checkbox"/>	1. Meals and/or lodging within fifty (50) miles of home and/or duty post.
<input type="checkbox"/>	2. Meals and/or lodging exceeding the maximum published reimbursement rate (if lodging, evidence of research required).
<input type="checkbox"/>	3. Issuance of travel advance (GAO-509A required and GAO-509 if applicable).
<input type="checkbox"/>	4. Conference lodging cost greater than the lowest published rate in the conference brochure/conference notification (Conference brochure and lodging research evidence required; GAO-503 and GAO-509 if applicable).
<input type="checkbox"/>	5. Long-term subsistence (in-state/out-of-state) lodging and/or meals exceeding published reimbursement rates (if lodging, evidence of research required; GAO-503 and GAO-509 if applicable).
<input type="checkbox"/>	6. Conference hosted by State agency where meals and/or lodging costs exceed published rates (if lodging, evidence of research required).
<input type="checkbox"/>	7. Blanket - Describe the requested exception in Detailed Explanation section.
<input type="checkbox"/>	8. Other - Describe the requested exception in Detailed Explanation section.

Request for Travel Policy Exception

In order to process your request timely and without additional follow-up, please include enough details. For lodging, include information such as, the State of Arizona lodging rate (SAAM 5095), the rate and name of the selected lodging establishment, and the total amount of the difference requested. Include alternatives considered to comply with policy and to reduce costs to the State of Arizona.

Detailed Explanation

This exception request is authorized by both the Agency Director/Deputy Director **and** the Agency Chief Financial Officer.
Both signatures are required for all requests.

Director/Deputy Director Name		EIN	
Signature		Date	
Chief Financial Officer Name		EIN	
Signature		Date	

IMPORTANT: Sections of Form Found Below Are for the State Comptroller Use ONLY

	Approved	Reason for Qualified Approval or Rejection	
	Rejected		
State Comptroller/Deputy State Comptroller Signature			EIN
			Date