

## INFORMATION BULLETIN NO. 08-02

TO: ADOT Project Managers/Monitors, Resident Engineers  
And Consultant Engineering Firms

FROM: Engineering Consultants Section

SUBJECT: New Consultant Statewide Travel Policy Effective May 1, 2008

Please be advised that the ADOT Travel Policy has been amended as follows:


1. The threshold for determining reimbursement for meals/lodging has increased from 35 miles to 50 miles from duty post.
2. Reimbursement for meals is \$30 per day without receipts unless you opt out during negotiations. The breakdown is as follows:

Breakfast - \$ 7.00  
Lunch - \$ 8.00  
Dinner - \$15.00

If you opt out your firm will be required to follow ADOT's Travel policy. Meals will be reimbursed at the proper rate for each City after you have been in travel status for at least 6 hours for 1 meal; 12 hours for 2 meals and at least 18 hours for a full days' reimbursement. You will only be reimbursed for the actual amounts spent up to the maximum meal amount.

During negotiations firms will be asked to declare what type of meal reimbursement they would like to choose and that will be set for the duration of the contract.

If you have questions regarding this bulletin, please call Engineering Consultants Section (602) 712-7525.



Vivien H. Lattibeaudière, PhD.  
ECS Director

