INFORMATION BULLETIN NO. 10-10

Supersedes Information Bulletin 08-02

TO: ADOT Project Managers
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: ADOT TRAVEL POLICY FOR CONSULTANT TRAVEL REIMBURSEMENT

Effective immediately, consultants will be required to use the ADOT Travel Policy as required by the Arizona Department of Administration, General Accounting Office (GAO) (http://www.gao.az.gov/travel/) on all new ECS contracts. ECS will no longer allow the $30 per day without receipts travel reimbursement method on new contracts.

Payment Report reimbursement for travel on Cost Plus Fixed Fee, Cost Plus Fixed Fee by Task Order, Specific Rate and Post Design contracts must be submitted on the attached Standardized Travel form with applicable receipts. If you would like an electronic Excel version of the form for your use, please contact the Contract Specialist for your contract.

Payment Report reimbursement for Lump Sum and Lump Sum by Task Order contracts do not require the Standardized Travel form or receipts, but a detailed breakdown of proposed travel expenses must be provided when a cost proposal, modification and/or task order is submitted to ECS.

Any questions regarding this bulletin should be directed to the Engineering Consultants Section at (602) 712-7525.

Vivien Lattibeaudiere, Ph.D.
Director
Engineering Consultants Section
# ECS Standard Travel Form

## Consultant Travel Reimbursement

**ECS Contract Number**

**Consultant Reference Number**

**Name of Traveler**

**Address of Traveler**

**Employer Address**

<table>
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<tr>
<th>Date of Travel</th>
<th>Purpose of Travel</th>
<th>Place Traveling to</th>
<th>Time Departed</th>
<th>Time Arrived</th>
<th>Mileage</th>
<th>x 0.445</th>
<th>Meals*</th>
<th>Lodging*</th>
<th>Rental Vehicle*</th>
<th>Other*</th>
<th>Total</th>
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**Total Requested for Reimbursement** $________________

* All Meals, Lodging, Rental Vehicle and Other reimbursement requests must have receipts and justification of travel expenses. **Out of State Travel must be approved by the ADOT Project Manager prior to travel.** All requests are subject to the ADOT Travel Policy unless the contract specifies otherwise. Should additional employees/business travelers be part of the reimbursement, a list of name(s), company employed by and justification must be provided.

By my signature as traveler, I certify that this expenditure/transaction is for a valid public purpose and is consistent with all applicable statutes, laws, appropriations, grants and contracts. I further certify that I have reviewed and understand the statewide travel policy and that the amounts claimed represent the actual qualified amounts and/or miles incurred during authorized, official state business and that I am not requesting any reimbursements not allowed or not actually expended.

**Traveler’s Signature**

**Date**