



**Arizona Department of Transportation
Intermodal Transportation Division**

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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.
for Director
Engineering Consultants Section

