

Director

Arizona Department of Transportation

Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

December 6, 2010

Floyd Roehrich, Jr. State Engineer

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

ECS Standard Travel Form Consultant Travel Reimbursement

ECS Contract Number											
Consultant Reference Number			Address of Traveler								
Employer Address											
Date of Travel	Purpose of Travel	Place Traveling to	Time Departed	Time Arrived	Mileage	x 0.445	Meals*	Lodging*	Rental Vehicle*	Other*	Total
Total Requested for Reimbursement \$											
Project Ma	, Lodging, Rental Vehicle and Ot inager prior to travel. All request nent, a list of name(s), company e	ts are subject to the ADOT Tra	vel Policy unle	ss the contra							
further cert	ature as traveler, I certify that this fy that I have reviewed and under business and that I am not reque	stand the statewide travel polic	y and that the	amounts cla	imed represe						
Traveler's S	Bignature	Date									