



**TRAVEL AND ENTERTAINMENT POLICY OF
THE ARIZONA COMMERCE AUTHORITY**

I. Purpose

This Travel and Entertainment Policy (the “Policy”) sets forth the goals and parameters of the Arizona Commerce Authority (“ACA”) for all travel necessary to conduct the business of the ACA. The goals of the Policy are to ensure that:

- A. Travel expenses incurred in the course of conducting ACA business are necessary, appropriate, and add value to the ACA; and
- B. Travel accommodations are conducive to the business needs of the ACA and appropriate and reasonable for the safety and convenience of ACA travelers.

II. Applicability

This Policy governs travel and entertainment conducted in furtherance of ACA business by officers and employees. Travel for ACA clients, partners, and candidates for employment shall be governed by the ACA Procurement and Grants Policy.

III. Definitions

- A. The following definitions apply throughout this Policy:
 - 1. Approved Travel – Travel that is (i) approved pursuant to this Policy and/or (ii) conducted by motor vehicle within the state as part of an employee’s regular duties.
 - 2. Chief Executive Officer (“CEO”)– The Chief Executive Officer of the ACA.
 - 3. Chief Financial Officer (“CFO”) – The Chief Financial Officer of the ACA.
 - 4. Chief Operating Officer (“COO”) – The Chief Operating Officer of the ACA.
 - 5. Conference – A meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, or forum organized by any association or organization, formal or informal, involving discussion, research, the advancement of trade, or the exchange or dissemination of information pertinent to the ACA.
 - 6. Duty Post (Regular) – Officer or Employee – The regular duty post of an

officer or employee is the place the person spends the largest portion of regular working time or the place to which the person returns on completion of a temporary assignment. An officer or employee who has more than one place of work on a regular basis for the same employer is deemed to have multiple regular duty posts.

7. Entertainment Expenses – Expenses incurred during a meal, event or travel that is business-related but social or celebratory in nature.

8. Meals and Incidental Expenses (“MIE”) – MIE to be covered under the MIE per diem are the following:

a) The cost of the meals, taxes, and gratuities;

b) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; and

c) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site.

9. Lodging – The temporary use of a hotel room, motel room, extended stay facility, apartment, house, residence, or any other temporary accommodation while traveling on behalf of the ACA.

10. Personal Residence – The actual dwelling place of an individual without regard to any other legal or mailing address. In the event an individual is on field assignment away from his designated duty post in a location in which he maintains a second residence, the ACA may, for the period of the assignment, designate the second residence as the primary dwelling place.

11. Travel – Travel begins when the traveler leaves the personal residence or duty post, whichever occurs last, and ends when the traveler returns to the personal residence or duty post, whichever occurs first.

IV. **General Provisions**

A. Authority.

1. The CEO is ultimately responsible for ACA’s adherence to this Policy and any related laws, rules and regulations. The CEO’s authority may be delegated in writing. The CEO has concurrent authority for all actions and approvals assigned to other ACA officers and employees in this Policy.

2. The COO has specific authority as set forth herein which may be temporarily

delegated in writing from time to time as circumstances dictate.

3. This Policy may be amended only by an action of the Board.

4. The CEO may adopt more specific travel and entertainment procedures consistent with this Policy.

B. Standards of Conduct. The ACA's Conflict of Interest, Ethics, and Gifts policies apply to all procurement and grant-related activities including travel expenditures.

C. Exceptions to the Policy. The Policy is intended to give the ACA the flexibility (i) to conduct travel that furthers the interest of the ACA in a cost-effective manner and is reasonably comfortable for the traveler and (ii) incur client entertainment expenses that advance the interests of the ACA. In the event the Policy does not allow ACA to do so in a given instance, an exception to the Policy may be made at the discretion of the COO (or designee in writing in case of exigent circumstances) to further the interests of the ACA and this Policy. Requests for exceptions shall be submitted to the COO and shall be accompanied by a written explanation of why the exception is required. Documentation of the exception shall be retained in accordance with records retention below.

D. ACA Business. Travel shall be conducted as necessary for ACA business.

E. Alternatives to Travel. When travel is contemplated, consideration should be made for other alternatives for conducting business, such as conference calls or web conferences.

F. Actual Expenses. Except as otherwise provided, ACA payment of expenses under this Policy will be for actual approved expenses.

G. Travel Accommodations. Subject to the foregoing, travel accommodations should be fair and reasonable, but planned for the convenience of the ACA using the most economical means.

1. If approved travel is subsidized by another person or entity, such as by corporate sponsors, those funds may be used to upgrade the travel accommodations, so long as those subsidizing funds completely cover the difference between the level of accommodations otherwise required under this Policy and the upgraded level of accommodations.

2. Travelers with Special Needs – ACA may approve expenses deemed necessary to provide reasonable accommodations to travelers with a disability or physical characteristic, which may include height or weight, that is either: (i) clearly visible and discernible; or (ii) substantiated in writing by a competent medical authority.

Travel expenses for special needs travel are expenses deemed necessary to accommodate the employee, including but not limited to the following:

a) transportation and expenses incurred by a family member or other attendant who must travel with the traveler to make the trip possible;

- b) specialized transportation to, from, and/or at the temporary duty location;
- c) specialized services provided by a common carrier to accommodate the special need;
- d) costs for handling baggage that are a direct result of the special need;
- e) renting and/or transporting a wheelchair;
- f) premium-class accommodations when necessary to accommodate the special need; or
- g) services of an attendant, when necessary, to accommodate special needs.

H. Best Method of Travel. Transportation expenses should be selected based on the most reasonable and customary mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

I. Travel Planning. When practicable, travel planning should be done far enough in advance to limit:

- 1. The number of overnight stays;
- 2. Meals, lodging and transportation expenses;
- 3. Time in travel status (analyze cost vs. benefit);
- 4. Number of travelers; and
- 5. Use of private facilities versus public facilities.

J. Cancellation or Late Charges. Payment for cancellation and late charges incurred due to personal reasons will be reviewed on a case-by-case basis, taking into consideration whether the charges were reasonably avoidable.

K. Records Retention. All documentation related to official ACA travel and entertainment must be maintained for audit and examination by the public for the time period established by the ACA and State of Arizona law. Documentation to be retained includes, but is not limited to, travel requests, travel claims, and supporting documentation.

L. Non-Compliance with Policy. Non-compliance with Policy or the improper claim of expenses may result in the appropriate disciplinary action, including up to termination of employment and prosecution.

M. Travel Packages. Multiple travel components may be purchased as part of a package—such as if airfare and hotel are purchased together through a travel website— if, in the judgment of the ACA, doing so would be the most cost-effective method overall of purchasing those components. In that event, there shall be no other need to demonstrate that any of the individual components otherwise comport with the price guidelines herein. For example, if airfare and hotel could be purchased separately for a total of \$500 or as a package for \$400, the \$400 package should be purchased, in which case, both the airfare (reference Section V(D) herein) and hotel price would be deemed to comport with this

Policy without further investigation or substantiation.

N. Saturday Night Stay-Over. So long as written approval is granted in advance by the COO, travelers may extend the duration of domestic travel to reduce or save travel costs. As an example, extending return travel by one (1) day may be paid by the ACA should the total cost for the additional night's stay (cost of airfare the next day plus lodging, vehicle rental, and meals, subject to rate caps, incurred within the vicinity of the business destination) would be less than the cost of airfare had the traveler not extended the trip.

O. Business and Personal Travel Combined. With advance approval from the COO, travelers may extend a business trip for personal reasons, including through indirect or interrupted itineraries. However, lodging and meal expenses will be paid only for the days the traveler is doing business for the ACA, including the travel to and from the temporary duty post. The transportation expense equivalent to a single traveler round-trip fare directly to/from the business destination will be reimbursed but in no event will the ACA pay more than the actual transportation expense. If the transportation costs are more due to personal extension, the traveler will be responsible for the difference. If the travel is to a destination located outside the US, the cost of transportation may also need to be prorated for personal use. All additional costs associated with the extension of the trip will be the responsibility of the traveler. Any additional time spent traveling for personal reasons will be done during the traveler's normally scheduled time off or on paid leave time, if the additional travel occurs during the traveler's normal work hours.

P. Additional Expenses. Per the COO's discretion, certain additional expenses will be allowed for travel stays of greater than seven (7) days when required for ACA business. Examples of such charges may include laundry and/or dry cleaning.

V. Transportation Expenses

A. General Requirements.

1. Allowable Transportation Expenses – The following transportation expenses may be paid by the ACA: (i) commercial airlines; (ii) privately owned motor vehicle; (iii) rental motor vehicles; (iv) taxicabs, rideshare providers (e.g., Lyft, Uber, etc.), bus, trains, streetcars, or pay-for-use public transportation; (v) parking fees; and (vi) bridge or road tolls. Car services are allowable expenses only when no other less expensive form of ground transportation, such as rental motor vehicles, taxicabs, or rideshare, are available or practical under the circumstances, which is typically true only during international travel.

2. Driver's License – A valid driver's license is required if the traveler is driving a private or rented vehicle while traveling on ACA business. All ACA employees who drive on ACA business shall notify the ACA immediately if that changes during the year.

3. Insurance – A traveler using a privately-owned motor vehicle or a rental car

on ACA business must have current vehicle liability insurance with limits consistent with state law. All ACA employees who drive on ACA business shall notify the ACA immediately if that changes.

4. ACA will not pay for parking tickets or moving violations.

5. ACA will not pay for rideshare expenses for the rental of bicycles, scooters, or other similar transportation methods.

B. Privately-Owned Motor Vehicle.

1. A traveler may use a privately-owned motor vehicle for official ACA business if it is the most cost-effective mode of travel or if it is determined to be more convenient for the ACA (e.g., saves travel time). The expense should normally be less than an alternative method of transportation.

2. Mileage Reimbursement.

a) Actual mileage traveled on ACA business shall be reimbursed at the maximum allowable rate under IRS guidelines. Actual vehicle expenses are not reimbursed. The cost of commuting between a personal residence and a regular duty post is not reimbursed, regardless of the distance.

Example 1: A traveler's normal daily roundtrip commute is 40 miles. The traveler incurs personal vehicle mileage of 50 miles in a day travelling from home to attend a local seminar. The traveler is eligible for reimbursement for 10 miles so long as the traveler did not use the vehicle for any other travel.

Example 2: A traveler's normal daily roundtrip commute is 40 miles. The traveler incurs personal vehicle mileage of 150 miles on a two-day business trip departing from home with an overnight stay and returning to home. The traveler is eligible for reimbursement for 110 miles so long as the traveler did not use the vehicle for any other travel.

b) Two methods are allowed to document business mileage.

- Record the vehicle odometer reading at the beginning and end of each allowable business use along with the beginning and ending location, or
- Provide the mileage calculation from a mapping application acceptable to the ACA indicating the start and end locations and the mileage for the most direct or expeditious route.

3. In the event of collision, fire, or theft while the employee's personal vehicle is being used for business travel, the traveler must immediately notify the local authorities and then notify the traveler's supervisor or manager.

C. Motor Vehicle (Car) Rental.

1. A traveler may use a rental vehicle for official ACA business if it is the most cost-effective method of travel or if it is determined to be more convenient for the ACA. Economy, compact, or intermediate vehicles shall be used for single person travel. Vehicles for multiple-person travel shall be reasonable and prudent under the circumstances. In either case, the expense should normally be less than alternative methods of transportation. The time and restrictions for picking up and returning the rental vehicle should be considered when determining if vehicle rental is the most cost-effective transportation method. When possible, the traveler should utilize vendors covered under a State of Arizona contract or other preferred arrangements that may be created by the ACA for rental vehicles.
2. Actual costs of motor vehicle rental may include the rental fee, gasoline (excluding pre-paid), pay-for-use charging stations (for electric vehicles), oil, fuel for alternative fuel vehicles, tolls, and parking, but not including the following:
 - a) Pre-paid gasoline purchased by the traveler for vehicle rental.
 - b) Optional upgrades, such as a vehicle with satellite radio or GPS, purchased by the traveler for vehicle rental.
 - c) Vehicle liability insurance or a collision damage waiver (“CDW”) purchased by the traveler for vehicle rental within the U.S.
3. For motor vehicle rental outside the U.S., unless insurance coverage is provided by the State of Arizona contract or other preferred arrangement that may be created by the ACA, insurance coverage should be purchased and would be reimbursable under this policy.

D. Commercial Airline Travel.

1. A traveler may use a commercial airline for official ACA business if it is the most cost-effective method of travel or if it is determined to be more convenient for the ACA (e.g., saves travel time). The expense should normally be less expensive than alternative methods of transportation.
2. Coach or economy class – Except as otherwise provided herein, coach, economy, or other discounted class of fare should be used for commercial airline travel. ACA-designated Traveler Coordinators will make flight arrangements for all ACA travel, and in doing so will conduct thorough research for the lowest fares, including considering options for connecting flights and alternative travel times and airports when reasonable and practical under the circumstances.
3. Long-distance international travel – Business class accommodations may be selected for long flights (travel exceeding five hours) to international destinations.

E. Railroads and Buses. Railroad or bus travel may be used when convenient or

economical and if excessive travel time does not result.

F. Airport Parking and Transportation.

1. The most cost-effective means of transportation should be used when traveling to and from airports or other transportation terminals.
2. Actual airport parking and mileage expenses will be paid only if they are less or comparable to roundtrip taxi fare between the traveler's residence and the airport, or duty post and airport, whichever is applicable. To the extent utilized, airport parking should be at an economical location.

VI. Lodging Expenses

A. Lodging expenses may be incurred when a traveler is conducting (i) approved travel (ii) for more than 12 hours in a day (iii) outside a radius of 50 miles from the traveler's personal residence.

B. Lodging Rates.

1. Maximum Allowable Rate for Continental U.S. – Lodging expenses may not exceed the maximum single-person occupancy per diem rate for the type of expense and destination as established by the General Services Administration ("GSA")¹ for domestic travel and the Department of State for international travel.
2. Lodging rates for hotels associated with conferences are acceptable notwithstanding that they may exceed GSA rates. When available, the traveler should take advantage of special conference lodging rates. However, special conference lodging rates are not a determining factor under this provision if the hotel is hosting the conference or the hotel is adjacent to the conference location. If more than one option exists, the traveler should choose the most economic location.
3. Higher rates may be approved by the COO in advance if it is determined that reasonably safe and convenient lodging is not available at the GSA rate.
4. The destination used to determine the appropriate rate for lodging is based on the address on the lodging bill/statement.

C. Commercial Establishment. Lodging should be at a commercial establishment and the individual is required to request the lowest available rate (government, commercial, corporate, etc.). For purpose of this paragraph, a commercial establishment includes lodging provided through a business that rents properties even if the property itself is not a commercial premises.

¹ <https://www.gsa.gov/travel/plan-book/per-diem-rates>

D. Shared Lodging with Another Traveler.

1. When lodging is shared with another ACA traveler, the per person rate plus tax should not exceed the amount allowable per person at the single room rate plus tax.
2. Shared Lodging– When lodging is shared with an individual not on ACA business (such as a spouse), the rate for the ACA employee shall not exceed the single room rate plus tax.

VII. Meals and Incidental Expenses

A. Meal and Incidental Expense (“MIE”) Per Diem. ACA shall cover the MIE of travelers by reimbursing travelers for MIE expenses, in accordance with the standards set forth herein, when the traveler travels outside a radius of 50 miles from the traveler’s regular duty post for the time periods set forth below. The MIE per diem shall be paid on a reimbursement basis (i.e., after the traveler returns from travel), based on actual expenses, up to GSA rates per day, as documented by itemized receipts. Reasonable incidental expenses² where a receipt is not customary, such as valet or bellhop tips, may be allowed, subject to the per diem maximum.

B. MIE Rates.

1. Full Travel Days – For days in which the traveler is in travel status for 24 hours, the MIE per diem rate shall be the maximum per diem base rates established by the GSA for full travel days.
2. Partial Travel Days with Overnight Stay – For days in which the traveler is in travel status for less than 24 hours in conjunction with an overnight stay, the MIE per diem rate shall be the sum of the MIE breakdown set by the GSA for the time the traveler was in travel status. For example, if the traveler returns to their duty post, arriving in the afternoon, they would be eligible for up to the sum of the MIE breakdown set by the GSA for breakfast and lunch, plus the incidental allowance for the last travel day.
3. Partial Travel Days with No Overnight Stay – For days in which the traveler is in travel status for less than 24 hours and there is no overnight stay, the MIE per diem rate shall be the sum of the MIE breakdown set by the GSA for the time the traveler was in travel status. Meal reimbursement with no overnight stay is taxable to the traveler and will be included with their payroll for tax purposes.
4. The destination used to determine the meal rate, if no lodging is incurred, is the location in which the meal is purchased.

² Under 41 CFR Part § 300-3.1, “Per Diem Allowance”, describes incidental expenses as: Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

C. Exceptions. Actual cost of meals will be reimbursed, regardless of cost, when served in conjunction with a meeting when there is no choice in the price of said meals, including when meals are included in conference registration fees or provided by the ACA or other government institution.

VIII. Travel Approval and Payment

A. Travel Approval. All travel plans for ACA business must be approved in advance and in writing by the employee's department head or the COO. In-state travel with no overnight stay shall be deemed approved by the approval of a blanket in-state travel form approved by the COO on a quarterly or annual basis. (Overnight stays during in-state travel are not covered by the blanket in-state travel form and require separate approval.)

B. Travel Payment.

1. Travel Cards – The CFO shall develop and implement a Travel Card program, subject to the approval of the COO, under which certain ACA employees, at the COO's discretion, are issued travel cards (i.e., charge cards) for travel and entertainment expenses. Each cardholder shall sign the Travel Cardholder Agreement that states that Travel Cards are to be used for travel and entertainment expenses only, and that misuse of Travel Cards is grounds for disciplinary action, including up to termination and prosecution.

2. Payment – ACA shall adopt procedures for ACA to pay travel expenses incurred by the employee when not paid directly by the ACA, which procedures shall prescribe the (i) documentation required for reimbursement; (ii) the time limits for reimbursement requests and approvals; and (iii) the staff approvals required for reimbursements.

3. Reimbursement for travel and MIE expenses will require the submission of all applicable itemized receipts.

IX. Entertainment

A. Business entertainment expenses incurred with respect to clients are normally reimbursable provided that such expenses further the interests of the ACA, resulting in some useful information or action. Entertainment expenses for meals do not require pre-approval; all other entertainment expenses, including pre-ordered catering, require pre-approval in writing by the employee's manager. Reimbursement of employee-paid entertainment expenses will require the submittal of itemized receipts.

B. State of Arizona funds shall be used to pay for only the meal portion of business entertainment expenses. Any other element of business entertainment expenses – including, but not limited to, alcoholic beverages shall be paid for with other funds (which may include on a reimbursement basis in the event meal and other entertainment expenses

are included within the same bill). To the extent possible, all non-meal entertainment expenses should be pre-approved by the COO.

C. The ACA shall not use state monies as defined in A.R.S. § 35-321 to provide business executives lodging, alcoholic beverages, personal transportation, or tickets to entertainment events for the purposes of attracting business to the state of Arizona.

D. Client entertainment shall not be conducted at adult entertainment establishments.

E. The payment of business entertainment expenses shall be made in the same manner as travel expenses as set forth in ACA procedures. To provide management with a clear understanding of the appropriateness of entertainment expenses, the following information shall be submitted in conjunction with a request for preapproval or reimbursement of entertainment expenses, whichever is applicable: (i) the names, company affiliations, and titles of all persons entertained; (ii) the reason for the entertainment; and (iii) the outcomes, next steps, and business information resulting from the entertainment. All such forms shall be approved by the employee's department head, the COO or the CFO.

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