

ARTICLE 5. CONDITIONS OF EMPLOYMENT
RULE 511. BUSINESS TRAVEL EXPENSES

EFFECTIVE DATE: 05/04/98
REVISED DATE:

- A. GENERAL:** The Superior Court will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be previously approved by the supervisor. When approved, the costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Superior Court. This reimbursement may be up to the Mohave County approved limits and per diem allowances. Employees are expected to limit expenses to reasonable amounts. The applicable laws relating to travel are contained in A.R.S. 38-621 through 38-627.
- B. REIMBURSABLE EXPENSES:** Expenses that are generally reimbursed include the following:
1. Airfare or train fare for travel in coach or economy class or the lowest available fare.
 2. Car rental fees for compact or mid-sized cars when no other form of transportation is available.
 3. Fares for shuttle or airport bus service or costs of public transportation for other ground travel.
 4. Taxi fares when there is no other less expensive alternative.
 5. Mileage costs for use of personal vehicles when less expensive transportation is not available. If an employee elects to use a personal vehicle when other transportation is available, actual costs cannot exceed other forms of transportation.
 6. Parking costs.
 7. Cost of standard accommodations in lodgings at rates approved by Mohave County.
 8. Cost of meals up to the maximum per diem allowance. Meal tips are included in the allowance.
 9. Charges for telephone calls, fax and similar services required for business purposes.
- C. CASH ADVANCES:** Cash advances to cover reasonable anticipated expenses may be made to employees upon approval of travel. Employees should submit a written request to their Division Head when travel advances are needed.
- D. ACCOMPANIMENT BY NON-EMPLOYEE:** Upon approval, employees on business travel may be accompanied in their personal vehicle by an immediate family member or friend when their presence will not interfere with successful completion of business

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objectives. Generally, employees are permitted to combine personal travel with business travel provided time away from work is previously approved. Employees are responsible for additional expenses arising from such non-business travel.

- E. EXPENSE REIMBURSEMENT:** Upon completion of travel, employees should submit a completed travel expense claim within five (5) working days to their Division Head. An employee claiming per diem expenses does not need to submit receipts except when per diem expenses are above the approved amount. If an employee is attending a conference, per diem expenses will not be paid for those meals that are provided as part of the registration fee. Receipts must be produced for lodging and any other expenses not covered under the Superior Court travel policy. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements or advances, expense reports, reimbursement for specific expenses or any other business travel issue.
- F. OUT OF STATE TRAVEL:** Out-of-state travel by Superior Court employees must be previously approved by the Division Head and Presiding Judge.
- G. ABUSE OF TRAVEL POLICY:** An employee who abuses the travel policy (i.e., falsifying expense reports to reflect costs not incurred by the employee) will be subject to disciplinary action up to and including termination of employment.