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MEMORANDUM

TO: All State Agencies
Attention Chief Financial Officers (CFOs)

FROM: D. Clark Partridge, State Comptroller

DATE: December 28, 2007

SUBJECT: Travel Reimbursement Processing – Planning Calendar

With the calendar year end fast approaching, the General Accounting Office (GAO) is issuing this memo to remind agencies of the upcoming changes being made to the travel policy and the processing of travel claims beginning January 1, 2008.

One significant and recent change is, beginning in January 2008 and lasting until the roll-out of the new Travel Card program is complete, the GAO will be allowing travel advances to be processed in HRIS. A Technical Bulletin will be posted to the GAO web site, simultaneously with this memo, which will detail the process to enter and recover travel advances.

Listed below are some key dates related to the travel policy changes. Please carefully review the dates and corresponding activities to ensure your agency travel reimbursements are properly and accurately processed.

December 28, 2007 – If your agency has “Non-compensated” individuals, as defined in our December 13th memo, who are eligible to receive travel reimbursements, you should have already requested through ADOA Central Classification and Compensation a position which will be used to hire these individuals into HRIS. If you have not yet made this request, please do so immediately. As soon as you are notified by ADOA Classification and Compensation that the position has been established, begin hiring the non-compensated individuals. You will not be able to process any travel reimbursement to them until you have them established in HRIS.

December 31, 2007 – Submit an Agency Security Request form to the HRIS Project Staff to obtain a user id for any staff that needs to have access to HRIS as an Agency Travel Management Specialist (ATMS). The ATMS job role will provide the user with access to the ZR35.2, Travel Reimbursement Entry Form. Any staff setup as a Payroll Initiator or Payroll Approver will receive access to the form and do not require the security form as they will automatically be given access to the ZR35.2 by virtue of their existing HRIS job role.

December 31, 2007 – Review the Technical Bulletin being issued by the GAO regarding the new process for issuing and recovering employee travel advances.

December 31, 2007 – This is the last day to process a travel reimbursement, through AFIS, for an employee. After that, all employee travel reimbursements must be processed through HRIS so that any reimbursements for meals without an overnight stay can be paid as taxable payments.

January 1, 2008 – The new Travel Policy becomes effective. The significant changes are; the taxability of meal reimbursements when there is no overnight stay; payment of travel reimbursements through the paycheck; the meals/lodging eligibility threshold increasing from 35 to 50 miles; and, a new method for determining meal reimbursements. Please go to the GAO web site for a copy of the complete policy.

January 3, 2008 – Travel Card and Purchasing Card meetings will be held. These meetings are intended for Travel Card and Purchasing Card Administrators along with Chief Financial Officers and Agency Heads. It is not intended for travelers. Appropriate staff should attend these meetings to ensure that your agency may implement these programs timely and effectively. You can sign up for these meetings on STARS.

January 7, 2008 – Users can begin entering travel reimbursements using the ZR35.2 form in HRIS. Also, travel advances can be processed in HRIS using the ZR80, manual payment process.

January 7–10, 2008 – Additional training classes are scheduled for the Agency Travel Management Specialist job role. Any agency staff needing access to HRIS for the purpose of entering travel reimbursements, who have not already taken this course in December, can sign up for these classes on STARS.

January 15, 2008 – All travel reimbursements expected to be paid on the January 18th pay check must be entered in HRIS by 2:00 PM on this date.

The General Accounting Office will work with you to ensure a smooth transition to this new process. If you have any questions, please call us, or send an email to us at gaowebmr@azdoa.gov.