



APAAC REIMBURSEMENT CHART

TRAVEL to PRESCOTT

MEAL REIMBURSEMENT

\$56.00 - ALLOWANCE FOR MEALS DURING EACH 24-HOUR PERIOD (MEAL RECEIPTS NOT REQUIRED):

There is no restriction on the amount spent for each meal; only that the total amount spent not exceed \$56 in 24-hour period.

MEAL ALLOWANCE FOR TRAVEL LESS THAN 24 HOURS:

\$12.00 - BREAKFAST Breakfast is reimbursable for up to the lesser of the amount actually spent *or* the amount allowed when travel commences on or before 6:00 a.m. and the traveler's normal workday is extended by two hours and traveler is in travel status for at least 4 continuous hours. Breakfast is **not** reimbursable if included in the program or provided by the hotel.

\$14.00 - LUNCH Lunch is reimbursable for up to the lesser of the amount actually spent *or* the amount allowed. Lunch is **not** reimbursable if included in the program or provided by the hotel.

\$30.00 - DINNER Dinner is reimbursable for up to the lesser of the amount actually spent *or* the amount allowed, when travel extends 2 or more hours after the end of the traveler's normal workday or the traveler leaves for overnight travel on or before 7:00 p.m. and traveler is in travel status for at least 4 continuous hours. Dinner is **not** reimbursable if included in the program or provided by the hotel.

HOTEL REIMBURSEMENT

Generally, hotel rooms are direct-billed to APAAC and, therefore, are not reimbursable. If direct billing is not the policy for the seminar event you attended, you may submit a hotel receipt for reimbursement of room rate and tax at the hotel designated by APAAC. An itemized, paid hotel receipt must be attached to your travel voucher for reimbursement.

MILEAGE REIMBURSEMENT TO PRESCOTT

EFFECTIVE JULY 1, 2017, APAAC WILL REIMBURSE ROUNDTRIP MILEAGE AT THE RATE OF **\$.25 PER MILE:**

<u>IF YOU ARE FROM COUNTY/CITY</u>	<u>ROUNDTRIP MILEAGE</u>	<u>MAXIMUM REIMBURSEMENT</u>
APACHE - St. Johns	476 miles	\$119.00
COCHISE - Bisbee	614 miles	\$153.50
COCONINO - Flagstaff	174 miles	\$43.50
GILA - Globe	378 miles	\$94.50
GRAHAM - Safford	534 miles	\$133.50
GREENLEE - Clifton	598 miles	\$149.50
LA PAZ - Parker	308 miles	\$77.00
MARICOPA - Phoenix	194 miles	\$48.50
MOHAVE - Kingman	288 miles	\$72.00
NAVAJO - Holbrook	348 miles	\$87.00
PIMA - Tucson	426 miles	\$106.50
PINAL - Florence	324 miles	\$81.00
SANTA CRUZ - Nogales	552 miles	\$138.00
YUMA - Yuma	436 miles	\$109.00

(If your office is not listed, use actual mileage from office to event location.)

TRAVEL VOUCHERS MUST BE SUBMITTED WITHIN 30 DAYS OF EVENT