



## **ARIZONA LIBRARY ASSOCIATION TRAVEL GUIDELINES**

### **FOR GUEST SPEAKERS**

#### **ELIGIBILITY:**

*Eligible to Submit Request for Funding (Reimbursement):*

- Speakers/Presenters who live outside of Arizona area and are not members of AzLA
- Speakers/Presenters who live in Arizona but do not work in a library or as an information specialist and are not members of AzLA

*NOT eligible for reimbursement* are members of AzLA, or anyone who works in an Arizona area library.

#### **GUIDELINES:**

- 1.** The travel information and regulations included in this policy are general guidelines and are not intended to cover every situation. Therefore, if travel circumstances arise that are not addressed in this policy, please contact the AzLA Treasurer for information on how to proceed.
- 2.** To maximize the effectiveness of AzLA resources allocated to travel activities, all travel plans should be a combination of the safest, most economical, and most reasonable travel and lodging. Reimbursement is limited to expense of travel by the most direct, shortest, and reasonable route. Travelers are encouraged to maximize the use of available reduced fares.
- 3.** When a traveler can reasonably and safely arrive at the destination one hour before the scheduled event begins, he/she should depart on the same day rather than leaving one day earlier. When a traveler can reasonably and safely return home from a trip by 8:00 pm, an additional night of lodging should be avoided. For speakers at events, nights of lodging are specified in the contract.
- 4.** Transportation by scheduled airlines shall be at the lowest available coach, economy, or discount fare that will get the traveler to the destination in the most reasonable time frame. Travel agencies should not be used as they charge additional fees.
- 5.** Flight insurance, rental car insurance or travel insurance purchased by the traveler is not reimbursable.
- 6.** Rented motor vehicles must be used only in reasonable and economical situations. Vehicle rentals can be used if multiple people are traveling together or if there is no other mode of transportation to travel 50 miles or more to the destination. Rented motor vehicles are restricted to the most reasonable and economical size car for the number of people and conditions of the trip.

7. Airport parking and mileage expense for a personally owned vehicle is allowed only if it's less than roundtrip taxi or shuttle fare between the traveler's residence and the airport, or event location and airport, whichever is applicable.

8. Mileage for a privately owned vehicle is reimbursed at the Federal rate at:

<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>.

If the traveler is dropped off or picked up using a personally owned vehicle, parking and mileage is not reimbursable.

9. Shuttle, taxi, bus, limousine and street cars may be reimbursed if it's the most reasonable and economical means for the traveler.

10. Additional expenses such as telephone, fax, copying, baggage fees, and internet charges may be reimbursed if they are related to AzLA business. Hotel telephone use should be avoided if the traveler has a personal cell phone.

11. Per Diem amounts are based on GSA guidelines. Itemized receipts are required and payment is the amount actually spent for a meal, not to exceed the maximum per diem rate established by the U.S. General Services Administration (GSA) for the day. GSA guidelines are at <http://www.gsa.gov/portal/content/104877> If a meal is included in the event, it is not reimbursable.

12. Non-Reimbursable expenses cannot be claimed. The following expenses are examples of non-reimbursable expenses: in-room movies, valet parking, alcohol, and personal entertainment.

13. The government rate (i.e. GSA guidelines), "conference block" rate, or the most economical rate available should be requested when making hotel reservations. Personal expenses should be cleared from the final bill at check-out. Detailed receipts, showing all balances paid off, are required for reimbursement and shall only be paid for commercial lodging.

14. A traveler attending a conference or other formal meeting may be reimbursed the conference hotel lodging cost.

15. The AzLA Treasurer will review all submitted travel reimbursement requests.

Reimbursements will be made only up to reasonable costs for airfare, ground transportation, and lodging. If speaker costs exceed the most economical option AzLA has the right to reimburse at the lower rate.

*Note: Requests for reimbursement do not constitute a guarantee that you will be approved to receive all funds requested. Funding approval will be based upon impact, cost effectiveness, and usefulness to AzLA members. If your program is selected your speaker contract will specify the exact amounts you will be reimbursed.*

