



# APAAC REIMBURSEMENT CHART

## TRAVEL to PHOENIX

### MEAL REIMBURSEMENT

**\$54.00 - 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 \$54 in 24-hour period.

**MEAL ALLOWANCE FOR TRAVEL LESS THAN 24 HOURS:**

**\$11.00 - 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.

**\$16.00 - 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.

**\$27.00 - 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 travelers 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 PHOENIX

APAAC WILL REIMBURSE ROUNDTRIP MILEAGE AT THE RATE OF \$.445 PER MILE:

<u>IF YOU ARE FROM COUNTY/CITY</u>	<u>ROUNDTRIP MILEAGE</u>	<u>MAXIMUM REIMBURSEMENT</u>
APACHE – St. Johns	430 miles	\$ 191.35
COCHISE – Bisbee	414 miles	\$ 184.23
COCONINO – Flagstaff	284 miles	\$ 126.38
GILA – Globe	166 miles	\$ 73.87
GRAHAM – Safford	318 miles	\$ 141.51
GREENLEE – Clifton	398 miles	\$ 177.11
LA PAZ – Parker	324 miles	\$ 144.18
MOHAVE – Kingman	366 miles	\$ 162.87
NAVAJO – Holbrook	370 miles	\$ 164.65
PIMA – Tucson	224 miles	\$ 99.68
PINAL – Florence	124 miles	\$ 55.18
SANTA CRUZ – Nogales	350 miles	\$ 155.75
YAVAPAI – Prescott	194 miles	\$ 86.33
YUMA – Yuma	360 miles	\$ 160.20
LAKE HAVASU CITY	394 miles	\$ 175.33

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

### **TRAVEL VOUCHERS MUST BE SUBMITTED WITHIN 30 DAYS OF EVENT**