APAAC REIMBURSEMENT CHART

TRAVEL to FLAGSTAFF

Revised 1/9/2023

MEAL REIMBURSEMENT

$64.00 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 $64 in 24-hour period.

MEAL ALLOWANCE FOR TRAVEL LESS THAN 24 HOURS:

$13.00 - 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.

$35.00 - 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 FLAGSTAFF

EFFECTIVE JANUARY 9, 2023, APAAC WILL REIMBURSE ROUNDTRIP MILEAGE AT **$.625** PER MILE:

IF YOU ARE FROM COUNTY/CITY	ROUNDTRIP MILEAGE	MAXIMUM REIMBURSEMENT
APACHE - St. Johns	298 miles	$186.25
COCHISE - Bisbee	702 miles	$438.75
GILA - Globe	346 miles	$216.25
GRAHAM - Safford	500 miles	$312.50
GREENLEE - Clifton	604 miles	$377.50
LA PAZ - Parker	486 miles	$303.75
MARICOPA - Phoenix	284 miles	$177.50
MOHAVE - Kingman	286 miles	$178.75
NAVAJO - Holbrook	182 miles	$113.75
PIMA – Tucson	514 miles	$321.25
PINAL - Florence	412 miles	$257.50
SANTA CRUZ - Nogales	640 miles	$400.00
YAVAPAI - Prescott	174 miles	$108.75
YUMA - Yuma	614 miles	$383.75
Chandler	328 miles	$205.00
Lake Havasu City	408 miles	$255.00
Mesa	322 miles	$201.25
Tempe	310 miles	$193.75

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

TRAVEL VOUCHERS MUST BE SUBMITTED WITHIN 30 DAYS OF EVENT

Arizona Prosecuting Attorneys' Advisory Council, 3838 N. Central Avenue #850, Phoenix, AZ, 85012; 602-542-7222; 602-274-4215/Fax