

## OPERATOR OUT OF STATE TRAVEL PROCEDURE

### A. Approval

The BEP Manager must approve all requests for travel. The training or seminar must be related to the Randolph Sheppard or other BEP areas. Approval request must be in writing and contain the following information: *(Use BEP) Operator Travel Request Form*

1. Name and Dates of seminar or training activity
2. Dates of travel
3. Agenda or description of training to be taken
4. Approximate cost of attendance including registration
5. How will attendee benefit by attending

The BEP Manager will review the form and return within five (5) business days with approval or disapproval. An explanation will be given if travel is not approved.

### B. Making Travel Arrangements

All travel arrangements must be made and paid for by the operator.

### C. Reimbursements

Expenses for spouses or guest are not reimbursable

Reimbursements for travel, lodging, registration and meal per diem will be made as follows:

1. Travel will be reimbursed per invoiced amount for airfare, bus or other transportation mode. Transportation to the hotel and back to airport will be covered. Gratuities will not be reimbursed.
2. Lodging will be reimbursed at the State designated rate according to the State in which you travel.
3. Registration fee(s) are reimbursed at the stated rate.
4. Meal per diem is reimbursed according to state rate in which you travel.
5. State rates for lodging and meals can be found on the internet at [www.gao.state.az.us](http://www.gao.state.az.us) Click on travel information then locate the state in which you traveled.
6. Request for reimbursement must be made within 15 days after completion of travel on the designated form supplied by BEP.
7. Reimbursement of travel funds will be processed and received with 30 days of submission.

## BEP OPERATOR TRAVEL REQUEST FORM

Operator Name: \_\_\_\_\_ Date: \_\_\_\_\_

Facility: \_\_\_\_\_

Name of Seminar or Training: \_\_\_\_\_

Dates in which seminar or training will be held: \_\_\_\_\_

Travel Dates Planned: \_\_\_\_\_

Describe type of training or attach agenda:

\_\_\_\_\_

Approximate cost of Seminar or training (*include registration fees*): \_\_\_\_\_

Additional information:

Operator Signature: \_\_\_\_\_

Approval or explanation for denial:

BEP Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OPERATOR REIMBURSEMENT OF TRAVEL EXPENSES FORM**

Operator Name: \_\_\_\_\_ Date: \_\_\_\_\_

Training or Seminar Attended: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

<b>SUMMARY OF EXPENSES</b> <i>(Attach receipt for each category)</i>	
Transportation Cost:	\$
Lodging Cost:	\$
Meals:	\$
Registration Fee(s):	\$
<b>Total Cost:</b>	\$

**Note:**

Any expense above, which is determined as unallowable, will be explained on this sheet and returned to the Operator.

## OPERATOR INSTATE TRAVEL PROCEDURES

### A. Approval

The BEP Manager must approve all requests for travel. The training or seminar must be related to the Randolph Sheppard or other BEP areas. Approval request must be in writing and contain the following information: (Use BEP) Operator Travel Request Form

1. Name and Dates of seminar or training activity
2. Dates of travel
3. Agenda or description of training to be taken
4. Approximate cost of attendance including registration if any
5. How will attendee benefit by attending

The BEP Manager will review the form and return within five (5) business days with approval or disapproval. An explanation will be given if travel is not approved.

### B. Making Travel Arrangements

All travel arrangements must be made and paid for by the operator.

### C. Reimbursements

Expenses for spouses or guest are not reimbursable.

Reimbursements for travel, lodging, registration and meal per diem will be made as follows:

1. Travel will be reimbursed per invoiced amount for airfare, bus or other transportation mode. Transportation to the hotel and back to airport will be covered. Gratuities will not be reimbursed.
2. Lodging will be reimbursed at the State designated rate according to the State in which you travel.
3. Registration fee(s) are reimbursed at the stated rate.
4. Meal per diem is reimbursed according to the state rate.
5. State rates for lodging and meals can be found on the internet at [www.gao.state.az.us](http://www.gao.state.az.us)  
Please detail the need for lodging for in state training or seminars. Click on Travel Information then locate the state of Arizona.
6. Request for reimbursement must be made within 15 days after completion of travel on the designated form supplied by BEP.
7. Reimbursement of travel funds will be processed and received with 30 days of submission.