

## AIA Policies and Procedures Manual

### TRAVEL REIMBURSEMENT

Travel expenses are reimbursable on a per diem basis (not on a cost reimbursement basis unless previously approved). The per diem rate is based on location and travel. Levels have been established based on cost related to food, travel, and incidentals in that location as per IRS recommendations.

1. Personal Vehicle Mileage Reimbursement: 56.5 cents per mile effective 1/01/13 per IRS. All mileage must be clearly documented by starting point, destination, date, event, total miles traveled. This rate will be updated periodically as per IRS adjustments. MapQuest/Google map documents acceptable
2. Lodging Expenses will be on a pre-approved basis.
3. State/City Per Diem Reimbursement Charts (Requires overnight stay).
  - Any expenses that are outside of this plan will be addressed on a case by case basis, within the provided guidelines and approved through the AIA established approval process.
  - Expense Reimbursement – all personal expenses (where per diem is not applicable) for AIA related activities must have original receipts or legible copies submitted. All items must be clearly documented with date, amount, event, description, name, and signature.
  - AIA Universal Reimbursement Form must be submitted with all receipts/invoices.

#### Reimbursement Level Charts

	Level 1	Level 2	Level 3	Level 4
Breakfast	\$9.00	\$11.00	\$13.00	\$14.00
Lunch	\$14.00	\$17.00	\$20.00	\$21.00
Dinner	\$23.00	\$28.00	\$33.00	\$36.00
Daily Total	\$46.00	\$56.00	\$66.00	\$71.00

State	Primary Destination	County	Level
Default Rate in Arizona	All cities not listed below	All counties not listed below	1
Arizona	Grand Canyon/Flagstaff	Coconino (except the city limits of Sedona)	3
	Kayenta	Navajo	1
	Phoenix/Scottsdale	Maricopa	4
	Prescott	Yavapai	3
	Sedona	City Of Sedona within Yavapai & Coconino Counties	3
	Sierra Vista	Cochise	1
	Tucson	Pima	2
	Yuma	Yuma	1
Out-of-State	Out-of-State	Out-of-State	4