

Subject: CONTRACTOR TRAVEL POLICY

Date: December 18, 2019

Pages: 1 of 2

Replaces Policy Dated: N/A

PURPOSE: To establish County policies and procedures for the compensation of Contractors while performing services or providing goods to the County.

SCOPE: This policy applies to all Contractors who provide services or goods to Pinal County unless otherwise agreed to in writing.

PROCEDURE:

A. Travel Arrangements

1. All Contractor-related travel arrangements shall require pre- approval by the County Contract Administrator. Only travel incurred in performance of Pinal County contracts shall be reimbursed.
2. When possible, travel arrangements should be made at least 21 days in advance.

B. Reimbursable Travel Expenses

Pre-approved travel shall be reimbursed as follows:

Lodging	Lodging expenses shall not exceed the current U.S. General Service Administration (GSA) domestic per diem rates found at www.gsa.gov for Phoenix, Arizona. The County will not reimburse for guest lodging. (No Exceptions)
Meals	Meals shall not exceed the current U.S. General Service Administration (GSA) rates found at www.gsa.gov for Phoenix, Arizona. The County will not reimburse for guest meals. (No Exceptions)
Commercial Air Travel	Commercial air travel expenses shall be based on the lowest, direct flight, coach airfare rate. The County will not reimburse for guest air travel. (No Exceptions)
Mileage	<p>Mileage reimbursement shall be based on current IRS established rates.</p> <ul style="list-style-type: none"> • Mileage incurred for a personal vehicle to travel from home/office to the airport and back home/office shall be reimbursed. Mileage is in lieu of reimbursement for original gas receipts. • If Contractor chooses to use his/her own vehicle in lieu of air travel, the maximum reimbursement will be the lesser of either the cost of coach air travel to Phoenix/Tucson or the mileage reimbursement for the most direct route plus the per diem. • Tolls are only reimbursed if they are associated with transportation to the place of County business. • Mileage shall not be reimbursed for Contractor’s travel from their local Arizona office to the Pinal County location.
Rental Vehicles	Rental vehicles shall only be used if such use would result in an overall reduction in the total cost of the trip, and not for the personal convenience of any traveler. Multiple vehicles for the same set of travelers over the same

	<p>travel period will not be permitted without prior written approval by the County Contract Administrator.</p> <p>The County will not reimburse for guest vehicle rental or any other transportation costs (No exceptions).</p> <ul style="list-style-type: none"> • The Contractor may purchase Collision Damage Waiver coverage and liability insurance at their own expense. The County will not reimburse for the insurance or coverage(s). • Rental vehicles are restricted to sub-compact, compact, or mid-size sedans unless a larger vehicle is necessary for cost-efficiency due to the number of travelers. Larger vehicles must be pre-approved by the County Contract Administrator. • Parking expenses are only reimbursed if free, public parking is not available within a reasonable distance of the place of County business. All opportunities shall be exhausted prior to securing parking that incurs cost to the County. • Tolls are only reimbursed if they are associated with transportation to the place of County business.
<p>Parking Expenses</p>	<ul style="list-style-type: none"> • Parking expenses are only reimbursed if free, public parking is not available within a reasonable distance of the place of County business. All no cost parking options shall be exhausted prior to securing parking that incurs cost to the County. • The lowest rate, long-term uncovered parking shall be reimbursed if it is less expensive than shuttle service to and from the airport.

C. Non-Reimbursable Travel Expenses

Contractor shall be responsible for all non-travel related costs unless pre-approved by the County Contract Administrator. Non-reimbursable expenses include, but are not limited, to the following:

- In-room movies
- Valet service
- Valet parking
- Laundry service
- Storing luggage
- Fuel costs associated with non-county activities
- Tips that exceed the per diem allowance
- Health club fees
- Entertainment costs
- Alcoholic beverages
- Unauthorized travel expenses
- Telephone
- Fax
- Internet
- Copies
- Postage or ground shipping
- Lost-luggage related expense including grooming supplies and services

D. Travel Expense Documentation

Contractor shall provide copies of receipts supporting travel expenses with their invoice(s) and copies of the written consent provided by the County Contract Administrator.