

WIFA Travel

WIFA Policy #: 1.9

Purpose:

Establish a policy for all official travel both in -state and out-of-state.

Policy:

All official travel must be authorized in advance by the Executive Director. Requests for out of state travel should be submitted with justification to the Executive Director at least four weeks in advance of the travel. Employees may claim expenses and allowances within limits prescribed by statute or rule for authorized travel while on official business.

Responsibility: Executive Director

Statutory Reference: A.R.S. Title 38, Chapter 4, Article 2: Reimbursement for Expenses

Rule Reference: N/A

Original Issue Date: April 21, 2004

Previous Amendment Date(s): June 15, 2011

Most Recent Amendment Date: October 6, 2017 (*Replaces All Previous Versions*)

Approval:



Executive Director

10/6/17

Date