

WIFA Travel

WIFA Policy #: I.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. Out of state travel requires approval by WIFA's 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): N/A

Most Recent Amendment Date: June 15, 2011 (*Replaces All Previous Versions*)

Approval:



Executive Director

6/15/11

Date