

<b>Title</b> :	Requests for use of Transportation Vehicles	
<b>Number</b> :		2100.01
<b>Approved</b> :		06/11/19
<b>Reference</b> :	ARS §38-626, 38-626.01, 38-627; GCCCD 2110.01, 5500.01	

- I. Requests for transportation shall be made using the Request for Travel Form
  - A. Requests should be submitted to the Fiscal Control Office at least ten (10) business days prior to departure, and may not be honored if they are not.
  - B. Requests will be honored on a first-come, first-served basis.
  - C. Requests will not be considered without the appropriate authorization.
  - D. Vehicle keys, credit cards, etc. need to be picked up in advance at the Maintenance Office during regular office hours.
  - E. Out-of-state requests must have prior approval of the College President.
  
- II. Requests for travel reimbursement shall be submitted directly to the Fiscal Control Office.
  - A. A Travel Reconciliation Form is available online.
  - B. The Travel Reconciliation Form must be approved by the appropriate Division Chairperson or Administrative Supervisor and include appropriate documentation.
  
- III. Returning Transportation Equipment
  - A. To facilitate demands made on transportation equipment, it is imperative that vehicles be returned as soon as possible to the Maintenance area.
  - B. Keys, a completed trip log, and credit cards should also be promptly returned to the Maintenance Office.
  - C. Maintenance Personnel, as designated by the College President, are responsible for the scheduling and maintenance of vehicles. Exceptions to the above regulations should be approved in advance.

