

Title :	Travel	
Number :		2110.00
Approved :		06/11/19
Reference :	ARS §15-1406; GCCCD 3730.00	

The College President or personnel designated by the College President shall:

1. Ensure that approved College travel is in compliance with Arizona Revised Statutes.
2. Establish official College travel regulations.
3. Authorize in-state and out-of-state travel.
4. Present out-of-country travel to the District Governing Board for approval. In extenuating circumstances, the College President shall be authorized to approve out-of-country travel and submit such action to the District Governing Board for ratification at the next regularly scheduled District Governing Board meeting.

Travel definitions:

1. In-state travel: All travel within the borders of the State of Arizona, and adjoining states provided such travel is within an area no more than one hundred (100) miles from the Arizona border.
2. Out-of-state travel: All travel within the parameters of the contiguous United States¹ other than Arizona or within one hundred (100) miles of the border in an adjoining state.
3. Out-of-country travel: All travel outside the contiguous United States¹.

¹ Contiguous United States includes the 48 adjoining U.S. states plus Washington, D.C. on the continent of North America. Alaska and Hawaii are excluded.

