

Title :	Travel Guidelines	
Number :		2110.01
Approved :		06/11/19
Reference :	ARS §15-1406, §28-4009, §28-4031, §28-4135, §38-621 thru 627; GCCCD 3730.00, 3740.01; ADOA State of AZ Accounting Manual	

General

1. Travel arrangements shall be reasonable using the most economic means possible.
 - A. Travel should be limited to the fewest number of College personnel needed to effectively accomplish the College’s objectives.
 - B. Alternatives to travel (i.e., conference calls, webinars, etc.) should be considered when practicable.
2. Travel forms can be found online.
3. The College President or personnel designated by the College President shall determine the designated post of duty for each employee.

Eligibility

The following criteria must be established for College representatives to receive approval for travel.

1. If time away from the class/job is not required, then travel may be approved if:
 - A. Travel authorization forms are properly completed
 - B. Funds are available in appropriate budget accounts, if applicable.
2. If time away from class/job is required, then travel may be approved if:
 - A. A two-week prior notice has been given to instructors when their students are included.
 - B. Funds are available in appropriate budget accounts, if applicable.
 - C. Travel authorization forms are properly completed, including a summary explaining how classes and other responsibilities will be covered.
 - D. The travel purpose is clearly related to the individual's professional assignment.
 - E. The travel is recommended by the appropriate supervisor.
 - F. Prior absences and/or anticipated future absences are not excessive.

Approval Procedure

1. College sponsored travel shall be officially requested on a Request for Travel Form and submitted to the Fiscal Control Office ten (10) business days prior to departure.
 - A. When traveling out-of-state, an Out-of-State Transmittal Form shall accompany the Request for Travel Form.
2. District personnel shall authorize travel when an official Request for Travel Form evidences satisfaction of all the following conditions:
 - A. The person initiating the request has signed verifying that all information contained on or attached to the travel form is accurate. Travel forms that have been signed on behalf of another individual are not acceptable.
 - B. The immediate supervisor of the person requesting the travel has signed verifying that all information contained on or attached to the travel form is accurate. Where an employee has more than one supervisor, signatures of all supervisors with supervisory responsibility for the employee shall be evidenced.
 - C. All other necessary travel prerequisites have occurred.
3. District personnel authorized to approve travel requests:

A. President	All requests
B. Chief Academic Officer	In-state travel (Area of Supervision) ¹



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- C. Finance Officer In-state travel (Area of Supervision)¹
- D. Chief Operations Officer In-state travel (Area of Supervision)¹
- 4. Travel shall not commence until all signatures on the Request for Travel Form have been obtained and the traveler has been advised of its approval by the District Office. Traveling without approval may result in disciplinary action or non-reimbursement of expenses.
- 5. Exceptions to College travel regulations shall be approved by the College President.

¹ May authorize out-of-state travel in the President’s absence and in-state travel in another Officer’s absence.

² May authorize in-state travel in another Officer’s absence.

Operating a Vehicle on Official College Business

1. The College President or personnel designated by the College President will determine who is eligible and ineligible to operate a vehicle on the College’s behalf.
2. Participants in College sponsored travel shall use College authorized transportation when provided.
3. Requirements for operating any vehicle on official College business, either assigned or implied, include:
 - A. Possess a valid Arizona driver’s license. A class G driver’s license is not authorized.
 1. An employee or student possessing a valid driver’s license from another state may be authorized on a case-by-case basis. However, an Arizona license is preferred.
 2. The operator and person(s) initiating said College business is responsible for verifying a valid copy of the operator’s license is on file with the District Office prior to travel commencing.
 - B. Possess a valid Commercial Driver’s License (appropriate class and endorsement) to transport more than 16 passengers (including the driver) in a designated vehicle. An Arizona CDL is preferred.
 - C. Complete and sign a College-Owned Vehicle Driver Application Form if assigned or operating a College-owned vehicle. The application will remain on file with the District Office.
 - D. Comply with all applicable state laws and regulations while operating a vehicle.
 - E. Only transport those on authorized official College business.
 - F. Report any motor vehicle accident occurring while operating a vehicle in the performance of official college business to his/her immediate supervisor or person(s) initiating college business, and the District Office within 24 hours or the end of following business day, whichever comes first.
 1. Failure to report information as required may result in disciplinary action and the loss of authority to operate a vehicle on the College’s behalf.
 - G. Report any conviction for driving under the influence of alcohol or drugs, reckless driving, or any conviction that has led to license suspension or license revocation to his/her supervisor or person(s) initiating college business and the District Office prior to operating a vehicle on official college business, either assigned or implied. The type of offense may make the operator ineligible of operating a vehicle on the College’s behalf.
 1. Failure to report information as required may result in disciplinary action and the loss of authority to operate a vehicle on the College’s behalf.



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H. Additional requirements for students include:

1. Meet a minimum age requirement of 18; those with more driving experience are preferred.
 2. Complete and sign a Student Driver Application Form annually. The person requesting the student operate a vehicle on official College business is responsible for submitting the form and accompanying documents to the District Office. The student must be approved prior to operating a vehicle on official College business.
4. Insurance requirements for operators of non-College vehicles used while engaged in official College business, either assigned or implied, include:
- A. Possess a valid, personal automobile insurance policy, in compliance with ARS §28-4009, when operating a personally-owned vehicle.
 - \$15,000 for bodily injury/death to one person in any one accident
 - \$30,000 for bodily injury/death to two or more persons in any one accident
 - \$10,000 for property damage in any one accident
 1. The operator’s insurance carrier is responsible to the limits of the policy when the operator is involved in an accident where he/she is found to be at fault.
 2. The College will not reimburse the operator for any damage to a personally-owned vehicle regardless of who is at fault.
 - B. Acquire the appropriate level of automobile insurance when traveling out-of-country in a non-commercial carrier vehicle. Contact the Chief Business Officer for assistance.
 1. Insurance coverage shall be issued by an insurance carrier authorized to operate in the country where the travel shall occur and shall be in the amount prescribed for the country but not less than what is required by Arizona law.
 2. The cost of coverage shall be included on the Request for Travel Form and a copy of the proof of coverage attached to the form.

Expense Allowances

Reimbursements are limited to the expenses incurred or that would have been incurred by using the most efficient route. The most efficient route is that which is the most direct, most traveled, or most economical, taking all circumstances into consideration.

Lodging

1. Lodging reimbursement criteria:
 - A. A traveler must be in travel status (more than fifty (50) miles from his/her regular duty post) to be eligible for lodging reimbursement.
 - B. Lodging may be claimed for the evening prior to an assignment at a travel destination in excess of fifty (50) miles of an employee’s designated post of duty, if travel on the day of the assignment would necessitate the employee leaving the designated post of duty prior to 6:00 a.m.
 - C. Lodging may be claimed for the day of an assignment at a travel destination in excess of fifty (50) miles of an employee’s designated post of duty, if travel on the day of the assignment would necessitate arriving at the employee’s designated post of duty after 9:00 p.m.



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- D. Lodging must be at a commercial establishment and an original itemized bill/ invoice/ statement/receipt from the establishment must be provided. A credit card receipt is not acceptable.
 - E. A traveler is expected to request the lowest available rate (i.e., government, commercial, corporate, group, event, etc.).
 - F. If the cancellation of lodging results from the traveler’s error, mere convenience, or personal reasons the expense may not be reimbursable.
2. Lodging reimbursement limits:
- A. The District utilizes the rates identified in ADOA’s approved “State Travel Policy” for lodging reimbursement, when in conjunction with official College business, except in the case of conference lodging. The District rate shall coincide with the current state-approved lodging reimbursement rates.
 - B. Actual lodging cost in excess of above limits may be reimbursed if:
 - 1. A College representative, attending a conference, convention, or other formal meeting, stays at a conference-designated hotel where the cost is in excess of normal District lodging expense limits. A conference-designated hotel may include alternate hotels when no vacancies exist at the recommended hotel. Documentation is required.
 - 2. A situation exists that makes compliance with normal District lodging expense limits impractical and the College President approves an exception.
 - C. Reimbursement shall not exceed the single room occupancy rate when lodging is shared with an individual not on College business (such as a spouse).

Meals & Incidental Expenses (M&IE)

- A. The District utilizes the rates identified in ADOA’s approved “State Travel Policy” for M&IE reimbursement. The District rate shall coincide with the current state-approved M&IE reimbursement rates.
- B. Reimbursement without receipts may be claimed for meals and incidental expenses
- C. Meal allowances for travel that does not include an overnight stay are not reimbursable.
- D. M&IE allowances for partial day travel:
 - 1. Breakfast: Travel commences prior to 7:00 a.m. and return is after 9:00 a.m.
 - 2. Lunch: Travel commences prior to 11:30 a.m. and return is after 1:30 p.m.
 - 3. Dinner: Travel commences prior to 5:00 p.m. and return is after 7:00 p.m.
- E. M&IE allowance exceptions:
 - 1. When meals are provided at no additional cost to the traveler (including but not limited to meals on planes and meals incorporated in conference registration fees), the traveler shall not be entitled to any M&IE allowance for those particular meals. If circumstances, such as unique dietary needs, make it necessary to forgo the provided meal, the traveler may claim the M&IE allowance for the meal. A receipt and a written explanation shall be required.
 - 2. Claims by travelers for meal expenditures paid to or on behalf of another person must be evidenced by actual receipts or a list, stating the amount, which is signed by the other person. Such claims shall not exceed the maximum M&IE allowance.

Mileage and Transportation



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1. When the use of non-College provided transportation is authorized, reimbursement for the most economical mode of transportation which facilitates College business needs may be claimed.
 - A. Air travel shall be restricted to commercial carriers.
 - B. Reimbursement for transportation via commercial carrier shall require original receipts.
 - C. Reimbursement for transportation via privately-owned vehicle:
 1. The District utilizes the rate per mile identified in ADOA’s approved “State Travel Policy” for mileage reimbursement. The District rate coincide with the current state-approved mileage.
 3. Mileage reimbursement for travel between an individual’s residence and designated post of duty is not allowed.
 4. When travel begins or ends at an individual's residence, the mileage shall be computed either from the designated post of duty or residence, whichever is shortest.
 5. Mileage shall be computed by odometer readings, ~~or~~ official state highway maps, or recognized mapping tools (i.e., Google, Yahoo, MapQuest, etc.).
 - D. Reimbursement for other allowable transportation expenses:
 1. Expenses for emergency repairs to College vehicles, bridge and road tolls, taxi, bus, limousine, streetcar fares, airport parking, vehicle rental and all other transportation charges essential to travel are allowed.
 2. Receipts are required for all transportation expenses except for bridge and road tolls, and for ~~taxi~~, bus, limousine, or streetcar fares.

Travel Advance and Reconciliations

1. The College President or personnel designated by the College President may authorize financial advances to cover anticipated, approved travel expenses exceeding \$300.
 - A. Every effort should be made to reduce the liability of the traveler(s) by pre-paying known expenses.
2. All travel advances, with accompanying receipts, shall be reconciled within ten (10) business days upon return to the College. Any excess travel advance monies shall be returned to the Fiscal Control Office with the reconciliation.
 - A. Any amounts paid to or on behalf of a traveler that have not been substantiated with an expense claim or valid receipt within 60 days of completion of travel, will be deducted from the traveler’s wages.
3. An approved Travel Reconciliation Form must be on file in the Fiscal Control Office for reimbursement to be initiated.
 - A. A Travel Reconciliation Form shall be submitted to the Fiscal Control Office, on a trip-by-trip basis, within ten (10) business days upon return to the College or by June 30 of the current fiscal year, whichever comes first.
 - B. Travel reconciliation for multiple, substantially routine travel (i.e., bank, post office, etc.) may be combined and submitted for a period not to exceed two months, at the discretion of the immediate supervisor.

