

## **Travel Manual**

### **Pima County Community College District**

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# Travel Manual

## 1. Travel Overview

### 1.1. General Description

This manual has been prepared to govern all travel for the Pima County Community College District. The Pima County Community College District is a public institution funded from tax revenues, state appropriations, grants and contracts, and student tuition and fees. As representatives of the College, employees and other College-sponsored travelers should conduct themselves appropriately and in such a way as to convey proper stewardship of public funds. Therefore, it is expected that College travel will have the following characteristics:

- Travel should be considered necessary for the performance of duties or conduct of College business.
- Reimbursable expenses will be limited to actual travel costs incurred by the employee for authorized College trips.
- Official travel must be properly authorized, documented, reported and reimbursed in accordance with this manual. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, the College.
- Travel arrangements should be made for the benefit of the College, rather than for the benefit of the traveler, when it comes to methods of travel, times of travel, rates, accommodations, and other personal preferences.

This guide includes instructions on the use and approval of travel documents, advance requirements, and allowable reimbursements including receipt requirements. The procedures are outlined in general terms and are designed to allow the traveler reasonable flexibility. They cannot, however, cover every possible situation. The traveler should contact his or her Business Office prior to a trip regarding any special circumstances and must obtain prior approval when required.

### 1.2. State Laws and College Policy Governing College Travel

The College may permit Governing Board members, members-elect, employees, students and certain candidates for employment to travel on College business and receive reimbursement for lodging, meals and transportation expenses. ([A.R.S. § 15-1406](#), [PCC Board Policy BP-2412](#))

Reimbursements pursuant to the cost of overnight College travel will be made within the limits set forth by the Arizona State Departments of Administration and Revenue. ([A.R.S. § 38-623 and § 38-624](#) and [PCC College Regulation RG-2412/A](#)). Due to IRS regulations specific to travel that is not overnight, reimbursements for same day College travel will be made according procedures stated in section 2.2 of this Travel Manual.

### **1.3. Travel Emergencies**

#### **1.3.1. Notifications**

If an illness, accident, or emergency occurs that effects authorized travel, the traveler must notify the following:

- Local emergency medical services, if circumstances warrant.
- Law enforcement authorities, in case of a vehicle accident or criminal offense.
- Contact the PCC Department of Public Safety and ask the dispatcher to forward the information to the appropriate administrator and the Transportation Manager. (DPS local: 206-2692; long distance: 1-800-860-PIMA ext. 2692).

The traveler should inform his or her immediate administrator of a location and telephone number for future contact. All travelers are responsible for the security and safekeeping of their personal property.

#### **1.3.2. Filing Emergency Reports**

- For an injury requiring medical attention, an employee should complete an employee injury form (available from the Employee Service Center, 206-4945), and a student should complete an Incident Report with the PCC Department of Public Safety, 206-2692. Candidates for employment are not covered under the College's policy and should have other arrangements in place.
- For an accident that does not involve a College or rental vehicle, a narrative report with full details (time, place, nature of accident, persons involved, witnesses, etc.) should be sent to Risk Management, mail code 1215.
- For an automobile accident involving a College, rental, or personal vehicle: send the Automobile Accident and Loss Report (available from PCC Department of Public Safety and Business Offices) to the Transportation Department, mail code 1710.

### **1.4. Travel Insurance**

College insurance programs are in place to protect members of the Governing Board, employees, and students of the College while conducting College business or participating in College activities. The protection afforded by these programs extends to exposures arising from authorized and approved travel as documented on the Travel Authorization Request.

Any person properly authorized on an approved Travel Authorization Request to rent a vehicle from a rental agency for use on College business is insured against legal claims or suits arising from such use. Therefore, the traveler should decline insurance coverage provided by the rental agency.

The College insurance plan does not protect the owner of a personal vehicle from legal claims or suits arising out of the use of the vehicle on College business. (See Topic 2.1.2.1., Personal Vehicle Insurance)

#### **1.4.1. Medical Insurance**

College employees are covered by Workers' Compensation Insurance for any medical expense arising directly out of employment duties or conditions during job related travel. This insurance applies worldwide. Workers' Compensation does not apply in the case of illness.

## 2. Allowable Expenses

### 2.1. Transportation

Pursuant to [A.R.S. § 38-623](#), transportation is limited to the cost of the most direct and regularly traveled route by the most economical means in terms of travel expense and employee time away from work. Allowable expenses are for common carrier fares; personal vehicles; bridge and road tolls; necessary shuttle, taxi, bus or streetcar fares; and other charges essential to travel.

#### 2.1.1. Ground Transportation/Parking/Garage Fees

Ground transportation expenses, including taxi, bus and shuttle expenses from the airport to the hotel or meeting location and returning to the airport are reimbursable without receipts if total expenses are under \$40 per trip that includes an overnight stay. Receipts are required for reimbursement of all parking expenses.

#### 2.1.2. Personal and Rental Vehicles

Reimbursement for personal vehicle use within the state will be made based on the current state mileage rate for travel for the most direct, regularly traveled route to and from the destination point. Mileage will be reimbursed according to the mileage charts. For destinations not listed on the charts, indicate the purpose of the trip and document the total number of miles traveled by logging departure and destination locations, odometer readings or providing internet mapping charts from [MapQuest](#), etc. Effective 11/15/06, the mileage rate is [44.5 cents per mile](#).

- **Local travel** in Pima County is allowable when it is a necessary function of a College job. Prior approval from the appropriate administrator is required for travel within the metropolitan Tucson area. Reimbursement should be requested on a Blanket Travel Expense Report and expenses should be submitted on a monthly basis. An in-state mileage chart, an inter-campus mileage chart, and a Mileage Log are included in the Appendix of this manual.

To submit local mileage expenses, submit a Travel Expense Report and attach a Mileage Log. If not using the inter-campus or in-state mileage charts, odometer readings and addresses or printed copies of internet mapping charts are required for each entry. No mileage will be reimbursed between an employee's home and his or her assigned work location except under the following circumstances:

Call Back/On Call travel - as stated in the *Classified Non-Exempt Personnel Policy Statement 2008-2009*, employees who incur travel expenses as a result of Call Back or On Call assignments will be reimbursed at the current mileage rate per mile to and from their place of residence to the College.

Only excess mileage will be reimbursable when the traveler is traveling to or from a location other than his or her usual assigned work location, whether this occurs at the start of the day, in the middle of the day or at the end of the day. If assigned to work at a different campus location within the metropolitan Tucson

area for an entire day, no mileage will be reimbursed. Mileage for All College Day and All Faculty Day will not be reimbursed as the site for this function is an additional assigned work location for part or all of that day.

- **Phoenix Area Travel** – Due to the proximity and frequency of travel to Phoenix, the College has developed the following guideline: If the traveler departs Tucson on the day of the meeting, he or she will be eligible for per diem based on departure and arrival times outlined in Topic 2.2. If the traveler has a demonstrable need to be in Phoenix before 10:00 a.m. the traveler may depart Tucson the evening before the meeting; however, the College will reimburse the traveler for only the cost of hotel for that evening. Aside from the usual mileage reimbursement, the College will cover no additional costs.
- **Out-of-State Travel** - Reimbursement for use of personal or rental vehicle for out-of-state travel will be documented with receipts and by showing the total number of miles traveled by logging departure and destination locations, odometer readings or providing internet mapping charts from [MapQuest](#), etc. or the vehicle rental agency. When more than one traveler uses the same motor vehicle, only one mileage reimbursement claim will be paid.

Mileage expenses claimed as part of a non-local trip should be included on the Travel Expense Report for that trip. When a personal or rental vehicle is used for out-of-state travel for the convenience of the traveler, per diem will not be allowed in excess of the amount that would have been allowed for travel by air. For example, for a trip to Los Angeles, per diem time of approximately three hours each way would be allowed. Any extra working time taken to drive a personal vehicle out-of-state must be recorded as annual leave.

#### **2.1.2.1. Personal Vehicle Insurance**

Automobile insurance for personal vehicles is the responsibility of the employee or owner. The College does not carry insurance to protect employees from liability or claims arising from the use of a personal vehicle for College business. The College also does not carry insurance to cover theft of or physical damage to a personal vehicle used on College business. When the traveler indicates on the Travel Authorization Request that their personal vehicle will be used for College authorized travel, the traveler's signature certifies that he or she acknowledges the College's non-assumption of risk for personal vehicles used on official business.

#### **2.1.2.2. College-owned/College Rental Vehicles**

College vehicles, rental vehicles when departing from the College and charter bus arrangements are handled through the Transportation Department (206-2735). Vehicle rental at remote destinations may be made either by the traveler, the College's designated travel agency ([College travel agency](#)), or by the Transportation Department. A Fleet Vehicle Use Request must be completed for all rental vehicles requested from PCC Transportation, and a copy must be attached to the approved

Travel Authorization Request. The designated driver must be at least 25 years of age and have a valid Arizona driver's license. When staying at a conference-designated hotel, the need for a rental car must be justified in writing and approved prior to the trip.

**2.1.2.3. College-owned/College Rental Vehicle Insurance**

College insurance covers theft of or damage to rented vehicles; therefore insurance coverage offered by the rental agency should be declined and will not be reimbursed by the College. Loss or damage to College vehicles (owned or leased) is covered by College insurance.

Whenever College business or a College sponsored activity is contemplated in Mexico, auto insurance arrangements must be made with Mexican insurance companies. Contact the Transportation Department at 206-2735 for more information about Mexican auto insurance.

**2.1.3. Commercial Airlines**

Airfare will be reimbursed at coach rate. Airline reservations may be made and billed directly to PCC through the [College travel agency](#) or with a College Purchasing Card that is authorized for travel. Reservations may also be made with a personal credit card via online travel services. When booking airline tickets on the internet, the paid confirmation must be printed and submitted for reimbursement. Saturday night layovers are permitted when the result is a savings to the College, after factoring in the additional lodging and per diem costs. Documentation supporting the cost savings resulting from a Saturday layover must be included in the travel request.

The College insurance program excludes coverage for use of any aircraft, except those operated by the regularly scheduled commercial airlines. Therefore, private or chartered aircraft may be used only when approved in advance by the Chancellor.

A trip encumbrance number is required to confirm airline reservations with the [College travel agency](#). In most cases, 24 hours is the maximum time available to confirm the reservation in order to receive the quoted rates. Reservations will be confirmed when all proper approvals are obtained and a trip encumbrance number is assigned by the Campus Business Office or the traveler's department if initiated at the District Office.

**2.2. Per Diem / Meals & Incidental Expenses (M & IE)**

For overnight travel, this allowance covers both meal expenses and other incidental costs such as tips, photocopying, materials and supplies. Per Diem reimbursement for meals and individual expenses is for travel outside the metropolitan Tucson area only. However, the cost of a meal will be paid by the College when it is a part of the registration fee for a local, non-College professional development program.

[The State of Arizona Accounting Manual - Travel Policy: Section II D -- Section II, Supplement I: Maximum Mileage, Lodging and Meal Reimbursement Rates](#) table provides a daily amount based on the traveler's destination. If the daily Per Diem/Meal Allowance for out-of-state locations is not specified in the table, the standard State limit is the default rate of \$34 per day as noted in the first row of the table. This Per Diem rate will be reimbursed for each 24-hour period on travel status.

Effective October 1, 2008, same day travel assignments are not eligible for per diem reimbursement. When there is no overnight stay, meal expenses and other incidental costs will not be reimbursed.

Student athletes and coaches traveling for College sponsored athletic events may receive a per diem for meals at amounts stated in the Athletic Department Policy & Procedure Manual. Documentation required for reimbursement may be an itemized receipt for the total team meal or the signed check out sheet if monies are given directly to the students. Refer to sections 3.1.3 and 4.1.2 for information on requesting and returning travel advances.

### **2.3. Lodging**

Lodging - Reservations for lodging may be made directly with the destination hotel, on the web, or through the [College travel agency](#). When using the [College travel agency](#), the traveler must arrange payment for lodging and other expenses. Rates are listed in the [State of Arizona Accounting Manual \(SAAM\) - Travel Policy: Section II D -- Section II, Supplement I: Maximum Mileage, Lodging and Meal Reimbursement Rates](#) table. If the destination is not listed in the State Lodging Index, the standard State limit for lodging is \$60 per night, excluding applicable taxes, for both in-state and out-of state.

Lodging costs in excess of the maximum allowable rates must be justified in writing and approved in advance by the appropriate administrator or they will not be reimbursed.

- The original itemized hotel bill is the only acceptable lodging receipt and must be submitted with the detailed Travel Expense Report for reimbursement.
- Conference Designated Hotel - Lodging costs in excess of the maximum allowable rates may be reimbursed when attending a conference, convention or other formal meeting and staying at a designated hotel. In the event the designated hotels are full, another hotel within close proximity can be substituted at up to 100% of the designated hotel single room rate. A list of hotels in close proximity of the meeting or conference does not constitute a designated hotel.
- Reimbursement will be made at the single room rate.
- The need for a rental car must be justified in writing and approved in advance when staying at a designated hotel.

#### **2.3.1. Return Schedule**

It is assumed that the traveler will return to Tucson on the last day of the conference or meeting, unless personal travel has been added to the trip at the traveler's expense, return transportation is not feasible due to the late conclusion

of the meeting, or extended stay is deemed necessary for college business purposes by the appropriate administrator. Justification for consideration of these additional expenses must be submitted along with the request for travel reimbursement.

### **2.3.2. Non-reimbursable Lodging Costs**

Lodging costs incurred within 35 miles of an employee's assigned work location or residence will not be reimbursed unless unusual circumstances or an emergency condition exists, and it is approved by the appropriate administrator. Expenses for lodging at other than a commercial establishment will not be paid by the College. Additionally, when lodging is shared with an individual not on College business (such as a spouse), payment by the College will not exceed the rate of a single room.

### **2.4. Telephone/Communication Charges**

Long distance calls to the College should be made using the toll free number 1-800-860-PIMA.

Business related telephone calls, faxes, or internet connections required during travel shall be reimbursed only on the basis of an itemized bill showing the date, amount, and purpose of the call.

For travelers with a College-issued cell phone or who receive a cell phone allowance, there should not be a need to incur additional long distance charges except where no cell service exists.

No personal calls will be reimbursed by the College.

### **2.5. Non-reimbursable Expenses**

Expenses for the following will not be reimbursed through travel reimbursement:

- Travel without prior written approval
- Alcoholic beverages
- Staying with a friend or relative
- Recreation or entertainment (including hotel in-room movies)
- Local meals including business lunches unless included in the fee for a local professional development conference or seminar (an exception is allowed for Business Relations expenses. See Business Relations guidelines)
- Parking tickets or traffic fines of any nature
- Personal expenses
- Travel expenses, other than mileage, within the Tucson metropolitan area

### 3. Before the Trip Process

#### 3.1. Traveler's Responsibilities

Travel status occurs when an employee is away from his or her assigned work site, with administrative approval while, conducting College business.

##### 3.1.1. Prepare a Travel Authorization Request

Fill out the Travel Authorization Request and attach the following documentation according to the type of travel expense:

- **Business Meetings:** A meeting agenda or other supporting documentation (such as an e-mail confirming the date and place).
- **Conferences/Seminars:** If registration was completed via email or web, please submit a Travel Expense Report and attach a printed copy of the receipt as supporting documentation. If the traveler is requesting that registration be paid by College check, please attach two copies of the completed registration form, so one may be mailed with the College's payment and the other may remain with the documentation. Please also include a copy of the brochure.
- **Registration fees only:** A single Travel Authorization Request may be used to cover more than one person for local seminars or conferences if there are no other expenses. Submit a Travel Expense Report with a list of the participants, identification numbers, and two copies of the completed registration form, one to send with the College's payment and the other as supporting documentation. Please allow approximately two weeks after the request is received in District Accounts Payable for the vendor to receive payment.
- **Renting a vehicle through the College:** Attach a copy of the Fleet Vehicle Use Request.
- **Professional Development:** funding from Professional Development is determined by group. Please reference the appropriate policy statement for additional information for non-exempt, exempt, and faculty professional development funding.

The traveler's supervisor must sign the Travel Authorization Request. Forward the completed Travel Authorization Request to the Campus President, Vice Chancellor, or Chancellor for review and signature and then to the Business Office for processing. Exceptions to any travel-related College procedure, (e.g., lodging charges in excess of established limits; use of a College owned vehicle for out-of-state travel, etc.) must be documented, signed by the Campus President, Vice Chancellor, or Chancellor and included with the Travel Authorization Request.

Authorized expenses for airfare or registration incurred prior to travel on a personal credit card or American Express Corporate Card may be reimbursed prior to the trip. The traveler should submit a copy of the Travel Authorization Request and a Travel Expense Report with the receipts attached to the Travel Expense Report.

The traveler is responsible for any additional cost incurred to accommodate personal travel that is connected to business travel. For example, extending lodging reservations for personal stay or arranging flight connections to/from a personal destination and the business destination.

### 3.1.2. Travel Arrangements

- **Reservations:** Airline or hotel reservations may be made via online travel services using a Travel PCard or a personal credit card. A printed receipt of paid confirmation is required for reimbursement. Please include documentation of conference rate for conference designated hotels that provide special rates for a block of rooms. The original, itemized hotel bill will be required after the trip for reimbursement. See Topic 2.3 for more information on hotel reimbursement rates.
- **Reserving a vehicle:** To arrange for a College vehicle for in-state use submit the Fleet Vehicle Use Request to the PCC Transportation Department. To arrange a rental vehicle for in-state or out-of-state use, call the PCC Transportation Department at 206-2735. See information in Topic 2.1.2.3. regarding insurance coverage on rental vehicles. If the traveler is making his or her own rental car arrangements, additional insurance should be declined, as the traveler is covered under the College's insurance. See Topic 2.1.2.3. for more information.
- **Travel Agency assistance:** You may bill your airfare to the College by contacting the [College travel agency](#). The [College travel agency](#) may also assist with hotel, shuttle and other travel issues. When using the [College travel agency](#), only the airfare will be billed directly to the College. The traveler must arrange for payment for all other approved expenses.
- **Registration fees** will be paid by the College and mailed directly to a conference or seminar sponsor upon request by the traveler. Please indicate this on the Travel Expense Report on the "Make Payable to" line under "Registration Fee".

### 3.1.3. Requesting a Travel Advance

Travel advances of up to 90% of estimated out-of-pocket expenses may be requested by travelers who do not have a Corporate American Express card. To ensure funds are ready prior to travel, the completed Travel Authorization Request must be received by District Accounts Payable at least two weeks in advance of departure. Travel advance checks will be issued approximately one week prior to the start of the trip.

- No employee advances will be made for less than \$100 or if the traveler has outstanding expense reports from a prior trip.
- When the employee is traveling by personal car, mileage reimbursement will be made after completion of the trip.
- For travel involving students such as field trips or athletic team travel, the responsible College employee (instructor, coach, advisor) may request an

advance of up to 100% of the estimated out of pocket expenses for the students.

### **3.2. Campus President, Vice Chancellor, Chancellor Responsibilities**

- Review and sign the completed Travel Authorization Request ensuring that the travel is for a valid purpose and that the traveler is authorized to use department or grant funds.
- When applicable, determine if travel is authorized under the terms of the assignment, grant or contract.
- Forward out-of-country (excluding travel to Canada and Mexico) travel requests to the Chancellor for signature through your Business Office. See Topic 5.2 for additional information.

### **3.3. Campus Business Office Responsibilities**

- Review the Travel Authorization Request for adequate funding, authorized signatures, and compliance with the Travel Manual.
- Review backup documentation and any additional required forms such as a completed registration form.
- Sign the Travel Authorization Request signifying accuracy, compliance with Travel Manual and completeness of documentation.
- Encumber funds and record assigned trip encumbrance number; return a copy of the signed Travel Authorization Request to traveler for expense reporting. If applicable, contact the [College travel agency](#) with trip encumbrance number.
- Forward to District Accounts Payable/DO 1230.

### **3.4. District Business Office Responsibilities**

- District administrative departments note encumbrance number on Travel Authorization Request and forward to District Business Office.
- Review the Travel Authorization Request for adequate funding, authorized signatures and compliance with the Travel Manual.
- Review backup documentation and any additional required forms such as a completed registration form.
- Sign the Travel Authorization Request signifying accuracy, compliance with Travel Manual and completeness of documentation.
- Forward to District Accounts Payable/DO 1230.

### **3.5. District Accounts Payable Responsibilities**

- Review the Travel Authorization Request for required signatures and backup documentation.
- Issue travel advance, and/or registration payment when requested.
- Confirm the trip encumbrance number with the [College travel agency](#) for airfare when applicable.

## 4. After the Trip Process

### 4.1. Traveler's Responsibilities

#### 4.1.1. Travel Reimbursement Documentation

Within two weeks of return, complete the Travel Expense Report and forward to the Business Office for processing. Any circumstances outside of the manual guidelines must be submitted in writing and approved by the traveler's administrator for consideration.

Submit the following documentation with the completed Travel Expense Report:

- Airline travel – original ticket or documentation of ticketless travel, unless arrangements were made by the [College travel agency](#) and tickets were billed directly to the College
- Personal vehicle – departure and destination odometer readings and addresses; or mileage from point to point documented by [MapQuest](#).
- Rental car – Original bill. The traveler is covered under the College's insurance, so additional insurance should be declined. The cost of any additional coverage, such as Loss Damage Waiver (LDW), will be the responsibility of the traveler.
- Lodging – Original hotel bill with detailed charges. Please include documentation of conference rate for conference designated hotels that provide special rates. Only room charges and applicable taxes are reimbursable. Copies will be accepted only for rooms shared by conference attendees.
- Ground transportation – receipts are required if expenses exceed \$40.00 per trip; \$20.00 for the date of departure and \$20.00 for the return date.
- Receipts are required for reimbursement of all parking expenses.
- Business calls (not to the College) – Copy of itemized bill showing date, amount and purpose. When calling the College please use 1-800-860-PIMA (7462). For Business internet access – Copy of itemized bill or indication on lodging receipt.
- Registration - Copy of the conference/seminar registration receipt or other verification of payment.
- Written justification for any exception to the travel regulations signed by the supervising administrator. If actual travel expenses exceed the original request by \$100 or greater, the traveler's supervisor and administrator must sign the Travel Expense Report.

#### 4.1.2. Unused Advance

The traveler is responsible for documentation of expenses upon returning from a trip and the repayment of any unused advance amounts. If the advance was greater than the expenses claimed, the traveler will submit payment for the difference to a campus cashier or to District Office Business Services. If paying

by check, please make payable to Pima Community College and note the trip encumbrance number. A copy of the cash receipt provided by the cashier must accompany the Travel Expense Report. If repayment is not received within two weeks, the College may deduct the amount of the advance from the next scheduled payroll.

#### **4.1.3. Expense Reimbursement**

If the actual expenses exceeded the travel advance, the expense reimbursement will be processed approximately two weeks after the Travel Expense Report is received in District Accounts Payable. The check will be sent to the Campus Cashier or District Office Business Office for pick-up unless otherwise instructed.

#### **4.1.4. Returning Vehicle**

If a vehicle was arranged by the Transportation Department, please return the Fleet Vehicle Use Request, the College fleet/rental company credit card, and applicable gas receipts to the Maintenance and Security Transportation Department.

#### **4.1.5. Cancellations / Corrections**

- The Business Office must be notified of any cancellations, corrections, or changes to College travel. Please send a memo or email to the Business Office to cancel an authorized trip. If an advance was issued, return the check (marked VOID), or submit a personal check to the campus cashier. Attach a copy of the cash receipt provided by the cashier to the memo. Failure to submit repayment with such notice will result in a payroll deduction.
- To correct or change an approved Travel Authorization Request, submit an approved amended Travel Authorization Request.
- In the event of cancellation or nonattendance at a conference or seminar, it will be the responsibility of the traveler to solicit a refund from the vendors for all advance payments made by the College. Refunds must be returned to the College.
- With the exception of College requirements or emergency situations, cancellations or changes made for the convenience of the employee that result in additional charges or fees will be the financial responsibility of the employee.

#### **4.2. Supervisor's Responsibilities**

- The supervisor is required to sign the Travel Expense Report after the trip only if expenses exceed the original request by \$100 or greater, or if an exception to Travel Manual guidelines is requested. In that case, the supervisor should review the justification and sign the Travel Expense Report to ensure the validity and appropriateness of the expenses claimed.
- Forward to the Business Office for processing.

#### **4.3. Business Office Responsibilities**

- Review discrepancies between approved amount and total expenses claimed, authorized signatures, completeness of attached receipts, compliance with Travel Manual and State regulations, and requests for exceptions, if applicable.
- Verify that a cash receipt has been attached indicating that the traveler has reimbursed the College for any amount owed.
- Sign the Travel Expense Report signifying accuracy, and to approve expense reimbursement when applicable.
- Forward to District Accounts Payable/DO 1230.
- Disencumber any funds paid through petty cash for blanket travel expense reporting.
- Correct and/or release encumbrance, when applicable.
- Notify District Accounts Payable of any cancellations, corrections, or changes to College travel in writing or via email to [PCCTravel@pima.edu](mailto:PCCTravel@pima.edu).

#### **4.4. District Accounts Payable Responsibilities**

- Review the Travel Expense Report for required signatures and accuracy of claimed expenses.
- Review requests for exceptions to the Travel Manual rules.
- Check supporting documentation to ensure compliance with State regulations and Pima Community College Travel Manual.
- Process travel reimbursement check, or verify cash receipt as applicable.

#### **4.5. Reimbursement through Petty Cash**

Travel expenses may be reimbursed through Petty Cash if the total cost of the trip is less than \$100. Petty cash reimbursements for travel expenses are subject to all the procedures and guidelines contained in this manual.

For trips requiring mileage reimbursement only, the Travel Expense Report and Mileage Log must be completed and processed according to the following:

- Obtain supervisor's signature for approval.
- Present to Business Office or Campus Cashier for review and reimbursement.

## 5. Special Travel Circumstances

### 5.1. Travel to Canada or Mexico

Travel to Canada and Mexico will be considered out-of-state travel. Lodging and meal/incidental expense reimbursement rates may be found at <http://www.gao.az.gov/travel/>.

The General Liability and Automobile insurance program carried by the College affords protection only in the United States and Canada. Whenever College business or a College sponsored activity is contemplated in Mexico, auto insurance arrangements must be made with Mexican insurance companies. Contact your Business Office or the Transportation Department at 206-2735 for more information about Mexican auto insurance.

### 5.2. Out-of-country / International travel

Opportunities to study abroad are offered to students, faculty, staff and administrators. See the International Travel Application. Please refer to the [College Regulation RG-2412-A](#) for more information on program requirements. Travel to Canada and Mexico will not be considered out-of-country travel. All out-of-country/international travel is subject to the guidelines of this manual, with these additional steps in the approval process.

Approval for out-of-country travel must be received prior to making reservations for travel, and should be submitted to the appropriate administrator for review at least two months prior to such travel. See International Travel Application.

The traveler must submit a completed Travel Authorization Request for out-of-country/international travel to the appropriate executive administrator for approval. The request should then be forwarded to the Chancellor's Office with complete justification. Such requests should include:

- The purpose of the trip, and how it is linked to the requester's role at the College
- The names of the traveler(s), and names and telephone numbers for emergency contacts for each traveler
- The routes, destinations, and dates of travel
- Assurance that the travel does not go to or through any country or location on the U.S. State Department warning list
- Why the requester cannot obtain a similar experience within the U.S., Canada or Mexico
- Modes of travel
- Sources of funding
- The estimated total cost
- The benefit to the College (the enhancement to the students, program or department of the requester)
- Evidence of approval by all supervising administrators and by any relevant federal or state agencies

The Chancellor must sign the Travel Authorization Request, and then the approved Travel Authorization Request shall be forwarded to District Accounts Payable.

The traveler must have the proper travel documents, appropriate medical insurance, and must have taken the prescribed immunizations and medical precautions prior to the trip.

The traveler must contact the [U.S. State Department](#) (telephone (202) 647-5225) to determine acceptable travel conditions based upon travel advisories. No travel is allowed to or through any country or location on the U.S. State Department's current warning list. It is the responsibility of the traveler to determine whether the travel itinerary includes locations on the warning list. Employees and students must be aware that while traveling in a foreign country they are subject to the laws of that country. Travelers should be cognizant of and respect the local laws and customs.

While on approved international travel status, College employees are required to have evacuation, repatriation, and medical coverage. This may be purchased through College-recommended agencies or your own insurance agency, and should cost between \$4 and \$10 per day. See [College Regulation, RG-2412-A](#). This expense is reimbursable when receipts are submitted.

Employees must verify the applicability of their personal health coverage in foreign countries. Other insurance questions related to College international travel may be addressed to Risk Management at 206-4558.

### **5.3. Student Travel**

Student travel is subject to the procedures detailed in this Manual. All student travel must be reviewed and approved by the responsible campus department and the Campus President. The Travel Authorization Request must be completed in detail, attaching a list of the names and College I.D. numbers of students, faculty, and staff members participating in the trip.

#### **5.3.1. Transportation for Student Travel**

Student travel requires only one advisor for several vehicles, but the vehicles must have a common time and point of departure, preferably from a College location. Operators of vehicles must be no less than 25 years of age and have a valid Arizona driver's license. Traveling in caravan is recommended to the extent it can be done safely.

#### **5.3.2. Field trips / Seminars for Students**

Attach the completed registration form in duplicate and a copy of the brochure or itinerary. A single Travel Authorization Request and a Travel Expense Report may be used to cover more than one person for local seminars or conferences if there are no expenses other than the registration fees. Submit a list of the

participants, I.D. numbers and two copies of the completed registration forms to the appropriate Business Office.

#### **5.4. Athletic Department Travel**

Refer to the District Athletic Department for additional procedures and requirements for athletic department travel.

#### **5.5. Candidate Travel**

Certain candidates for employment, as approved by the Vice Chancellor of Human Resources or designee, are eligible to have travel related expenses paid by the College in accordance with [Board Policy BP-2412](#). Exceptions may be allowed as approved by the Chancellor. Spouses or family members of candidates shall not be eligible for reimbursement of travel related expenses.

##### **5.5.1. Authorized Expenses**

Eligible travel related expenses for employment candidates are limited to the following:

- Cost of airline travel at coach rate. Transportation and parking costs to and from place of departure for out-of-state candidates. See Topic 2.1.
- Mileage reimbursements for in-state candidates at the current mileage reimbursement rate.
- One night's lodging. Lodging in excess of one day requires prior review and approval by Human Resources. Fees for recreation or entertainment, including hotel in-room movies, may not be charged to the College.
- Actual cost of meals (not to exceed the current per diem rate for each 24 hour period) and local telephone calls charged to the hotel on the College account. Expenses for alcoholic beverages will not be reimbursed.
- Other miscellaneous expenses allowable under the current Travel Manual, which are specifically authorized by Human Resources.

##### **5.5.2. Travel Arrangements**

Air travel arrangements may be made through the College's designated travel agency, or the candidate may make his or her own arrangements. Travel arrangements should be made using the least expensive method of transportation available. Tickets purchased through the [College travel agency](#) will be mailed directly to the candidate for employment at the address shown on the Candidate Travel Request by the Human Resources Department or the [College travel agency](#). If the candidate makes his or her own air travel arrangements, he or she must submit receipts for reimbursement. Human Resources will complete a Payment Request Form, attach receipts, and forward to Accounts Payable to process a check to be mailed to the candidate.

For candidates using personal automobiles, mileage will be reimbursed at the College's current mileage reimbursement rate. Lodging reservations must be made for one night only. Lodging in excess of one night must be approved by Human Resources.

Each out-of-town candidate will be allowed the equivalent of the College's current per diem rate per 24-hour period or part thereof for meals and incidental expenses (including local telephone calls). Meals charged to the hotel bill will be deducted from the per diem reimbursement. No charges for long distance telephone calls will be authorized.

- The selected hotel or contracted shuttle company will be responsible for providing shuttle service to and from the airport for the candidate. The requesting campus/administrative unit will be responsible for providing transportation from the hotel to the interview location.

### **5.5.3. Payment of Expenses**

Bills for lodging should be submitted directly to Human Resources for processing. Approved bills will be forwarded to District Accounts Payable for payment. Reimbursement for airfare, ground transportation, parking, meals and incidental expenses will be paid using a Payment Request Form completed by the campus/administrative unit and reviewed by Human Resources.

## **5.6. Credit Card Programs**

### **5.6.1. American Express Corporate Card**

An American Express Corporate Card program has been implemented for College administrators, directors, and other frequent travelers. The purposes of the program are to reduce the need for cash advances for frequent travelers and to limit the need for travelers to utilize personal credit cards. The College pays the annual fee for the card.

Employees who are eligible for the corporate card are not eligible for cash travel advances. To receive an application, contact your Business Office. Forward the completed application (both sides) including the administrator's signature to District Accounts Payable (mail code 1230) for processing.

The American Express Corporate Card allows the traveler to charge trip expenses directly to a personal corporate card. Airline reservations may be made using the [College travel agency](#) or the internet. The traveler may also make arrangements and have the expenses billed directly to the corporate card. Receipts may be submitted with a copy of the Travel Expense Report for reimbursement when expenses occur.

Frequent travelers who are not administrators or directors may request a Corporate Card through your Business Office. This request must be signed by the appropriate administrator and forwarded to District Accounts Payable for processing.

**5.6.2. College Purchasing Card (PCard)**

In certain cases, the College's Purchasing Card (PCard) credit card may be authorized for use in paying selected travel expenses. Only PCards specifically designated for travel related expenses may be used for this purpose. Refer to the Purchasing Card (PCard) Policy Manual for specific additional information.

## Appendix

Forms and Charts (click link below to open document)

- [Travel Authorization Request](#)
- [Travel Expense Report](#)
- [Fleet Vehicle Use Request](#)
- [Inter-Campus Mileage Chart](#)
- [In-State Mileage Chart](#)
- [Mileage Log](#)
- [International Travel Application](#)

### Internet Links

- PCC Board Policy BP-2412  
<http://www.pima.edu/policies/boardpolicies/BP-2412.shtml>
- PCC College Regulation RG-2412-A  
<http://www.pima.edu/policies/collegeregulations/RG-2412-A.shtml>
- State of Arizona Accounting Manual  
<http://www.gao.az.gov/publications/SAAM/>
- State of Arizona Accounting Manual (SAAM) - Travel Policy: Section II D -- Section II, Supplement I: Maximum Mileage, Lodging and Meal Reimbursements  
<http://www.gao.az.gov/travel/>
- State of Arizona Travel Policies and Procedures  
<http://www.gao.az.gov/travel/>
- U.S. State Department International Per Diem Rates  
[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
- U.S. State Department  
<http://travel.state.gov>
- College Travel Agency  
<http://www.rgtravel.com>
- MapQuest  
<http://www.mapquest.com>