Travel Manual

Pima County Community College District

January 2015

Administered by District Finance Office Accounts Payable 206-4569
# Table of Contents

1. **Travel Overview**  
   1.1. College Policy Governing College Travel  
   1.2. General Description  
   1.3. Travel Emergencies  
      1.3.1. Notifications  
      1.3.2. Filing Accident/ Injury Reports  
   1.4. Travel Insurance  
      1.4.1. Medical Insurance  

2. **Allowable Expenses**  
   2.1. Transportation  
      2.1.1. Ground Transportation/ Parking/ Garage Fees  
      2.1.2. Personal and Rental Vehicles  
         2.1.2.1. Personal Vehicle Insurance  
         2.1.2.2. College-owned/ College Rental Vehicles  
         2.1.2.3. College-owned/ College Rental Vehicle Insurance  
      2.1.3. Commercial Airlines  
   2.2. Per Diem/ Meals & Incidental Expenses (M & IE)  
   2.3. Lodging  
      2.3.1. Return Schedule  
      2.3.2. Non-reimbursable Lodging Costs  
   2.4. Telephone/ Communication Charges/ Internet  
   2.5. Reimbursable and Non-reimbursable Expenses  
      2.5.1. Reimbursable Expenses  
      2.5.2. Non-reimbursable Expenses  

3. **Before the Trip Process**  
   3.1. Traveler’s Responsibilities  
      3.1.1. Prepare a Travel Authorization Request  
      3.1.2. Travel Arrangements  
      3.1.3. Requesting a Travel Advance  
   3.2. Campus President, Vice Chancellor, Chancellor Responsibilities  
   3.3. Business Office Responsibilities  
   3.4. District Accounts Payable Responsibilities  

4. **After the Trip Process**  
   4.1. Traveler’s Responsibilities  
      4.1.1. Travel Reimbursement Documentation  
      4.1.2. Unused Advance  
      4.1.3. Expense Reimbursement  
      4.1.4. Returning Vehicle  
      4.1.5. Cancellations/ Corrections  
   4.2. Supervisor’s Responsibilities
4.3. Business Office Responsibilities
4.4. District Accounts Payable Responsibilities
4.5. Reimbursement through Petty Cash

5. Special Travel Circumstances
   5.1. Travel to Canada or Mexico
   5.2. Out-of-Country/International Travel
      5.2.1. International Travel Insurance
   5.3. Student Travel
      5.3.1. Transportation for Student Travel
      5.3.2. Field Trips/ Seminars for Students
   5.4. Athletic Department Travel
   5.5. Candidate Travel
      5.5.1. Authorized Expenses
      5.5.2. Travel Arrangements
      5.5.3. Payment of Expenses
   5.6. Credit Card Programs
      5.6.1. American Express Corporate Card
      5.6.2. College Purchasing Card (PCard)

6. Non-Exempt Employee Travel and Work Time Policy
   6.1 Same day travel to a work event outside of Tucson
   6.2 Travel to a conference requiring overnight stay

WEBLINKS
Business Office Contacts
Appendix A  TAR Checklist
Appendix B  TER Checklist
Appendix C  Partial Day Per Diem
1. Travel Overview

1.1. 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, transportation, and other travel related expenses. (PCC Board Policy BP-2412 and PCC College Regulation RG-2412/A). See Section 2. Allowable Expenses for information on reimbursable and non-reimbursable expenses.

1.2. 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 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.
- When traveling for grant funded or contract agreements, the traveler has a responsibility to adhere to additional requirements imposed by the grant or contract agreement.
- 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.
- Travel including minors will include the necessary parental or guardian approvals.

This guide includes instructions on the use and approval of travel documents, advance requirements, and allowable reimbursements including original itemized 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.
1.3. Travel Emergencies

1.3.1. Notifications
In the case of a vehicle accident, emergency or criminal offense that affects authorized travel, the traveler must notify law enforcement authorities. The traveler should inform his or her supervisor 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 Accident/Injury Reports
- Traveler should complete a PCC Accident/Injury Report (available on the intranet in the Health & Safety section; students may obtain the form from any College employee). Candidates for employment are not covered under the College's policy and should have other arrangements in place.
- For a vehicle accident involving an injury that does not involve a College or rental vehicle, an Accident/Injury Report should be sent to Health & Safety (MS-1805) within 24 hours of the accident.
- For a vehicle accident involving a College or rental vehicle, an Accident/Injury Report and the Automobile Liability Loss Report should be sent to Health & Safety (MS-1805) within 24 hours of the accident. Contact the Transportation Department or PCC Department of Public Safety for assistance.

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 to rent a vehicle from a rental agency for use on College business is insured against legal claims or suits arising from such use only for College related travel. Therefore, the traveler should decline insurance coverage provided by the rental agency. Travelers may not extend College rented vehicles for personal travel. Travelers may not include non-employees on the rental vehicle agreement. Travelers who extend their business trip for personal reasons must return the College rented vehicle and take out a separate rental agreement for a personal use rental vehicle.

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)
14.1. **Medical Insurance**

College employees are covered by Workers’ Compensation Insurance for certain medical expenses 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. Travelers must verify the applicability of their personal health coverage in foreign countries with their medical insurance provider.
2. Allowable Expenses

2.1. Transportation
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. If the expenses are more than $40, original itemized receipts must be submitted for reimbursement.

Parking/Garage fees at the destination meeting site will be reimbursed at actual daily rates charged at the meeting location. Original itemized receipts are required for reimbursement. If the traveler is attending a conference, it is assumed that ground transportation will be used. If the traveler requires a rental vehicle while staying at a conference designated hotel, the Expense Justification form is required.

Airport parking will be reimbursed at actual daily rates but for no more than the economy uncovered parking rate charged by the Phoenix and Tucson airports. For airport parking in Tucson, a traveler will be reimbursed up to four dollars ($4) per day. For airport parking in Phoenix, a traveler will be reimbursed up to nine dollars ($9) per day. Original itemized 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. The mileage reimbursement 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 supervising administrator is required for travel within the metropolitan Tucson area.

Inter-campus, local and in-state mileage will be reimbursed according to the inter-campus and in-state 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, addresses or by providing internet mapping charts (MapQuest, Google Maps, etc.)
If the total mileage expense reimbursement request is less than $200, submit a Travel Expense Report with supervisor approval and attach a Mileage Log.

If the total mileage expense reimbursement request is $200 or more, submit a Travel Authorization Request, a Travel Expense Report with administrator and supervisor approval and attach a Mileage Log.

Expenses should be submitted at least on a quarterly basis. Note the travel encumbrance number on the Travel Authorization Request, Travel Expense Report and Mileage Log. The in-state mileage chart, inter-campus mileage chart, and Mileage Log are available on the Pima College Intranet > Finance > Accounts Payable.

No mileage will be reimbursed between an employee’s home and his or her assigned work location except under the following circumstances:

1. Call Back/On Call travel - as stated in the Classified Non-Exempt Personnel Policy Statement, 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.

2. Mileage to/from court or training - College police traveling to/from court for College business on their day off will be reimbursed the current mileage rate per mile to and from their place of residence to the court location.

Commuter miles are defined as mileage to/from the employee’s residence and their usual assigned work location, or to/from the employee’s residence and their first and last assigned work locations in a work day. Only mileage in excess of commuter miles will be reimbursable when the traveler is traveling to or from a location other than his or her usual assigned work location or if the employee travels to more than one location in a single work day. Miles traveled from the employee’s residence to the first work location and miles traveled from the last work location to the employee’s residence are considered commuter miles. If assigned to work at a different 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.

3. In-State and Out-of-State Travel - Reimbursement for use of personal or rental vehicle for in-state and out-of-state travel will be documented with original itemized receipts, and by showing the total number of miles traveled by logging departure and destination locations, odometer readings or providing internet mapping charts (MapQuest, Google Maps, 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 and mileage expenses will not be reimbursed in excess of the amount that would have been allowed for travel by air. 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**
When driving a personal vehicle on College business, automobile insurance and a valid driver’s license are 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.

2.1.2.2. **College-owned/College Rental Vehicles**
College vehicles and charter bus arrangements are handled through the Transportation Department (206-2735; PCC-Transportation@pima.edu) with the exception of buses for Athletics which are arranged by Athletics with invoice processing and charge-backs being handled by Transportation. Vehicle rentals may be made either by the traveler, the College’s designated travel agency Rio Grande Travel, or by the Transportation Department.

A Fleet Vehicle Use Request must be completed and sent to Transportation at MS-1730 or PCC-Transportation@pima.edu for all vehicles requested from PCC Transportation, and a copy must be attached to the approved Travel Authorization Request. When renting a vehicle, the designated driver must be at least 25 years of age and have a valid Arizona driver’s license. Drivers of college-owned vehicles must be at least 18 years of age and possess a valid driver’s license; driver’s license information must be on file with the Transportation Department. When staying at a conference-designated hotel, the Expense Justification form is required for a rental car.

College owned and rental vehicles/ buses are solely for use while on College business. All occupants of the vehicle must be on College business. Friends and family should not be transported in vehicles supplied and paid for by the College.
College vehicles are not to be parked at the employee’s home overnight either before or after the trip. The Expense Justification form is required for exceptions.

Travelers will be expected to reimburse the College for any non-mandatory charges or fines assessed against College-owned/College rental vehicles, including but not limited to traffic violations, parking fines, etc.

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 the College’s insurance. College vehicles may not be used for out-of-state travel.

Trips to Mexico will need to be arranged through a rental car company with corresponding Mexican Insurance to cover the vehicle. Contact the Transportation department at 206-2735; PCC-Transportation@pima.edu for further information.

2.1.3. **Commercial Airlines**

Airfare will be reimbursed at coach rate including any mandated airline charges. The College will not reimburse for First Class or Business Class. Airline reservations may be made and billed directly to PCC through the Rio Grande 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 Authorization 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 Rio Grande 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)**

Same day travel assignments are not eligible for per diem reimbursement. 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.

For overnight travel, the College provides a daily Per Diem/Meal Allowance travel based on the destination. The Per Diem allowance covers both meal expenses and other incidental costs such as tips and transportation between lodging and business where meals are taken. Per Diem reimbursement for meals and individual expenses is for travel outside the metropolitan Tucson area only.

When meals are included in the conference registration fee, per diem will be reduced for the meals provided at the conference. When meals are provided at the conference, but the traveler finds it necessary to request per diem due to special circumstances, such as dietary restrictions, the Expense Justification form must be included with the Travel Authorization Request or with the Travel Expense Report for the per diem to be considered for reimbursement.

**Full day** reimbursement rates are listed in the Lodging & Per Diem Reimbursement Chart by state and then by city/county. If the city/county is not listed, the Per Diem rate will be reimbursed at the Default rate. The online Lodging & Per Diem Reimbursement Chart has a lookup feature to facilitate the city/county search. The online chart can be found on the PCC Internet at Finance > Accounts Payable and can be printed in PDF form.

**Partial day per diem** will be paid for meals based on travel status hours for days the traveler is in route. Travel status hours begin when the traveler leaves the personal residence or post of duty, whichever occurs last, to embark on the business travel assignment and ends when the traveler returns to the personal residence or post of duty, whichever occurs first, after completing the business travel. See Appendix C for Travel Status Hours and Rates.

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 original 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**

Reservations for lodging may be made directly with the destination hotel, on the web, or through the Rio Grande Travel agency. When using the Rio Grande Travel agency, the traveler must arrange for payment of lodging and other expenses.

Reimbursement rates are listed in the Lodging & Per Diem Reimbursement Chart by state and then by city/county. If the city/county is not listed, the lodging rate will be
the reimbursed at the Default rate. The online Lodging & Per Diem Reimbursement
Chart has a city/county lookup feature to facilitate the city/county search. The online
chart can be found on the PCC Internet at Finance > Accounts Payable.

Phoenix Area Travel – 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 the hotel for that evening.

- The Expense Justification form for lodging costs in excess of the maximum
  allowable rate is required.
- The original hotel bill with detailed charges, or when paid online, the original paid
  receipt from Travelocity, Expedia, etc. are the only acceptable lodging receipts 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. If for any reason the traveler
  cannot stay in the designated hotel (ex: hotel was full), the Expense Justification
  form is required to stay at a different hotel and must be included with the
  paperwork.
- Reimbursement will be made at the single room rate.

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. When personal and business travel is combined, expenses
must be clearly documented and may not exceed the lowest available cost.
Attach a cost comparison to the Travel Authorization Request prior to the trip.
The Expense Justification form is required for exceptions.

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. The Expense Justification form is required.
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/Internet

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. Reimbursable and Non-reimbursable Expenses

Summary information for reimbursable and non-reimbursable expenses. List is not all inclusive.

2.5.1. Reimbursable Expenses (requires original itemized receipts)

- Mandatory airline charges for coach travel
- Tips for taxi drivers (no receipt required if transportation expenses are under $40)
- Standard baggage fees
- Mandatory hotel fees (resort fees, taxes, etc.)
- Departing out of Phoenix if total expenses including airfare, mileage, and airport parking are less than a flight departing from Tucson
- Parking/garage fees

Reimbursable Expenses that require the Expense Justification form:

- Lodging costs that exceed the maximum allowable rate for the designated conference hotel or the destination city in Lodging Reimbursement Schedule (§2.3)
- Extended stay lodging costs (§ 2.3.1)
- Lodging costs incurred within 35 miles of an employee’s assigned work location (§ 2.3.2)
- Airfare, lodging and transportation original receipts not itemized from internet sites such as Expedia, Travelocity, Orbitz, etc. when travel services are purchased together.
- Rental vehicle when the traveler is staying at a conference designated hotel (§ 2.1.1)
- Per diem requested when meals are included in the conference registration fees.
- Extra baggage
- Excess weight baggage
- Early boarding/ check-in
2.5.2. **Non-reimbursable Expenses**

Expenses for the following will not be reimbursed:

- 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 and parking expenses, within the Tucson metropolitan area
- Business class/First class
- Additional insurance coverage fees for College approved rental vehicles
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:

- **Mileage Blankets**: An estimated amount for local/ in-state mileage and self-parking expenses within a fiscal year.
- **Business Meetings**: A meeting agenda or other supporting documentation (such as an e-mail confirming the date, time and place).
- **Conferences/Seminars**: If registration was completed via email or web, attach a printed copy of the original itemized receipt as supporting documentation. If the traveler is requesting that registration be paid by the College, attach two copies of the completed registration form. Include a copy of the brochure/schedule/agenda.
- **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. Attach 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. 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**: Complete and send original Fleet Vehicle Use Request Form to Transportation (at MS-1730 or PCC-Transportation@pima.edu).
- **Professional Development**: Funding from Professional Development is determined by employee group. Reference the appropriate policy statement for additional information for non-exempt, exempt, and faculty professional development funding. Professional Development is funded with public funds and is subject to all College policy and procedures regarding travel. Registration fees for conferences, workshops, seminars, etc., and tuition reimbursements should be charged to account code 73370-Professional Development. Travel related expenses like airfare, hotel, transportation, etc. will continue to be charged to current travel account codes. The Travel Authorization Request will need to be encumbered with two sequences: One for travel costs such as airfare, hotel, transportation, etc. and a second sequence for registration fees/ tuition reimbursements. Indicate the dollar amount to be expensed to each sequence.
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. The Expense Justification form is required for exceptions to any travel-related College procedure, (e.g., lodging charges in excess of established limits) and should be included with the Travel Authorization Request and Travel Expense Report.

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 Travel Expense Report with the original itemized receipts attached.

The traveler is responsible for any additional costs incurred to accommodate personal travel that is connected to business travel. For example, extending airline or 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 reservations may be made via online travel services using a Travel PCard or a personal credit card.
- If paid using a College Travel PCard, a printed itemized receipt of paid confirmation is required. Include documentation of conference rate for conference designated hotels that provide special group rates for a block of rooms.
- If paid using a personal credit card, a printed original itemized receipt of paid confirmation is required for reimbursement. Include documentation of conference rate for conference designated hotels that provide special group rates for a block of rooms. The original paid hotel bill with detailed charges or original itemized paid receipt will be required for reimbursement. See Topic 2.3 for more information on hotel reimbursement rates.
- Some Internet sites such as Expedia, Travelocity, Orbitz, etc. may not provide a list of itemized charges when travel services are purchased together. The traveler must provide original itemized receipts for airfare, lodging, transportation etc. to receive reimbursement. If unable to provide original itemized receipts from these internet sites, the expenses must be documented and approved by the traveler’s supervising administrator to ensure the validity and appropriateness of the expenses claimed.
- **Reserving a vehicle**: To arrange for a College vehicle for in-state use, a charter bus or a rental vehicle, submit the Fleet Vehicle Use Request to the PCC Transportation Department (at MS-1730 or PCC-Transportation@pima.edu). The College owns a limited number of dispatch vehicles and they are reserved on a first come, first served basis. Vehicles may be reserved via phone (206-2735) or email (PCC-Transportation@pima.edu) for a period of 48 hours; the approved Fleet
Vehicle Use Request must be received within this 48 hour period to ensure the vehicle remains under reservation. If the approved Fleet Vehicle Use Request form is not received in the 48 hour period, the vehicle will no longer be reserved and will be available for other requests. Availability of College-owned vehicles is not guaranteed. Travelers, Departments, and Grant programs should plan accordingly for the cost of rental vehicles where needed. 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.

- **Last Minute Reservations:** The Transportation Department will make every attempt to make both College and rental vehicles available to requestors and asks that Fleet Vehicle Use Request forms be submitted at least 2 weeks prior to the trip. Due to the required document processing, signature approvals, vehicle preparation and delivery time, requests with less than 24 hours’ notice may be denied.

- **Travel Agency assistance:** You may bill your airfare to the College by contacting the Rio Grande Travel agency. The Rio Grande Travel agency may also assist with hotel, shuttle and other travel issues. When using the Rio Grande 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:** Registration fees may be paid by the College and mailed directly to a conference or seminar sponsor upon request by the traveler. Indicate this on the Travel Authorization Request 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. 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. Advances will be paid through direct deposit if the traveler is enrolled. Otherwise, the traveler can pick up the advance check at the Cashier’s Office one week prior to the trip departure date. Information on the Direct Deposit program can be found on the PCC Employee Intranet at the Employee Service Center > Payroll page.

- No employee advances will be made for less than $100.
- No employee advances will be made if a traveler has outstanding expense reports from a prior trip.
- For travel involving students such as field trips or athletic team travel, the responsible College employee (instructor, coach, advisor, etc.) 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. **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.
- If Travel Authorization Request is incomplete, return to the traveler to complete and re-submit.
- Sign the Travel Authorization Request signifying accuracy, completion of checklist items, documentation, and compliance with Travel Manual.
- 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 Rio Grande Travel agency with trip encumbrance number.
- If Travel Authorization Request is time sensitive, notify District Accounts Payable in writing or via email to pccap@pima.edu.
- District Business Office does not encumber or verify funding.
- Forward to District Accounts Payable/ DO 1230.

3.4. **District Accounts Payable Responsibilities**
- Review the Travel Authorization Request Requirements Checklist and Travel Authorization Request for backup documentation.
- If Travel Authorization Request is incomplete, return to the submitting Business Office to complete and re-submit. Notify Business Office and copy the Business Manager via email.
- Sign the Travel Authorization Request signifying accuracy, completion of checklist items and documentation, and compliance with Travel Manual.
- Issue travel advance, and/ or registration payment when requested.
- Confirm the trip encumbrance number with the Rio Grande Travel agency for airfare when applicable.
- If Travel Authorization Request is time sensitive, notify the AP supervisor for additional review.
- Campus Business Office will be notified of any changes or adjustments.
4. After the Trip Process

4.1. Traveler's Responsibilities

4.1.1. Travel Reimbursement Documentation

To close out trip expenses, complete the Travel Expense Report and forward to the Business Office within two weeks of return for processing. The Expense Justification form is required for any exceptions to the Travel Manual.

Submit the following documentation with the completed Travel Expense Report:

- Airline travel – original itemized paid receipt including itinerary. Only the itinerary is needed if arrangements were made by the Rio Grande 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 internet mapping charts (MapQuest, Google Maps, etc.)
- Rental car – Original bill is required. 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 paid hotel bill with detailed charges or original itemized paid receipt when paid online through Travelocity, Expedia, etc. Include documentation of conference rate for conference designated hotels that provide special group rates. Only room charges, hotel fees, internet charges, parking, and applicable taxes are reimbursable. Copies will be accepted only for rooms shared by conference attendees.
- Ground transportation – Original itemized receipts are required if expenses exceed $40 per overnight trip.
- Parking/garage fees at the destination meeting site will be reimbursed at actual daily rates charged at the meeting location. Original itemized receipts are required for reimbursement. The Expense Justification form is required for a rental vehicle while attending a conference.
- Airport parking will be reimbursed at actual daily rates but for no more than the economy uncovered parking rate charged by the Phoenix and Tucson airports. For airport parking in Tucson, a traveler will be reimbursed up to four dollars ($4) per day. For airport parking in Phoenix, a traveler will be reimbursed up to nine dollars ($9) per day. Original itemized receipts are required for reimbursement of all parking expenses.
- Business calls (not to the College)/internet – An itemized bill showing date, amount and business purpose. When calling the College use 1-800-860-PIMA (7462). For Business internet access – An itemized bill or indication on lodging original itemized receipt.
• Registration - Copy of the conference/seminar registration original itemized receipt or other verification of payment.
• If actual travel expenses exceed the original request estimated on the Travel Authorization Request by $100 or greater, the traveler’s supervisor 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 the District Business Office. If paying by check, 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.

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. For Travelers not enrolled in the Direct Deposit program, the check will be sent to the Campus Cashier or District Office Cashier for pick-up unless otherwise instructed.

4.1.4. Returning Vehicle
If a vehicle was arranged by the Transportation Department, return the Fleet Vehicle Use Request, the rental company agreement paperwork, the College gas credit card, and applicable gas receipts to the Maintenance and Security Transportation Department, or to the campus where the vehicle was picked up. If returning after hours, keys, gas card, and documents may be left in the drop box located at the campus or with Department of Public Safety if vehicle is being dropped off at Maintenance & Security.

4.1.5. Cancellations / Corrections
• The Business Office must be notified of any cancellations, corrections, or changes to College travel. 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 made for the convenience of the employee 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 the Travel Manual guidelines is requested.
- The Expenses Justification form is required for exceptions to the Travel Manual guidelines.
- 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 original itemized 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.
- If Travel Expense Report is incomplete, return to the traveler to complete and re-submit.
- Sign the Travel Expense Report signifying accuracy, completion of checklist items and documentation, and compliance with Travel Manual.
- Forward to District Accounts Payable/DO 1230.
- If travel expenses exceed approved estimates by more than $100, the encumbrance must be increased appropriately.
- 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 pccap@pima.edu.

4.4 District Accounts Payable Responsibilities
- Review the Travel Expense Report for required signatures and accuracy of claimed expenses.
- If Travel Expense Report is incomplete, return to the submitting Business Office to complete and re-submit. Notify the Business Office and copy the Business Manager via email.
- Sign the Travel Expense Report signifying accuracy, completion of checklist items and documentation, and compliance with Travel Manual.
- Review requests for exceptions to the Travel Manual rules and notify the AP supervisor for additional review.
- 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.
• Campus Business Office will be notified of any changes or adjustments.

4.5 **Reimbursement through Petty Cash**
Inter-campus, local and in-state mileage expenses may be reimbursed by the Business Office through Petty Cash if the total mileage expense reimbursement request is less than $200. It is the responsibility of the Business Office/District Department to disencumber amounts paid by Petty Cash from the Mileage Blanket balance. Mileage expense reimbursement requests for $200 or more will be processed by District Accounts Payable and not through Petty Cash.

Reimbursements for all trip expenses will be processed by District Account Payable and not through Petty Cash.
5. Special Travel Circumstances

5.1. Travel to Canada or Mexico
Travel to Canada and Mexico will be considered out-of-state travel for processing purposes and only requires an approved Travel Authorization Request. An International Travel Application is not required. The General Liability and Automobile insurance program carried by the College affords protection only in the United States and Canada. See section 2.1.2.3 for information regarding vehicle insurance for travel in Mexico.

5.2. Out-of-country / International travel
Opportunities to study or travel abroad are occasionally offered to students, faculty, staff and administrators. Refer to the College Regulation RG-2412-A for more information on program requirements. All out-of-country/international travel, including Canada and Mexico, 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. The International Travel Application should be submitted to the appropriate administrator for review at least two months prior to such travel.

The International Travel Application requests the following information:
- 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. Department of State 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

In addition to the International Travel Application, the traveler must also submit a completed a Travel Authorization Request to the appropriate executive administrator for approval.

The approved Travel Authorization Request and The International Travel Application documents should then be forwarded to the Chancellor’s Office. The Chancellor must
sign the Travel Authorization Request, and then the approved documents shall be forwarded to District Accounts Payable.

The traveler must review the U.S. Department of State website at http://travel.state.gov to determine acceptable travel conditions based upon travel advisories. It is the responsibility of the traveler to determine whether the travel itinerary includes locations on the warning list. The traveler should take note that there are several phone numbers for contacting the U. S. Department of State depending on what information is needed, the location of the traveler at the time of the call, and whether there is an emergency situation. It is recommended that the traveler enroll in the Smart Traveler Enrollment Program (STEP) on the website.

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.

5.2.1. International Travel Insurance
The traveler must obtain the proper travel documents, appropriate medical insurance, and must have taken the prescribed immunizations and medical precautions prior to the trip. While on approved international travel status, College employees are required to have evacuation, repatriation, and emergency medical coverage. This expense is reimbursable when original itemized invoices or receipts are submitted.

Per Diem reimbursement rates for international travel may be found at http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

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 executive administrator. 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. 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 to the Travel Authorization Request. 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 Athletic Department for specific 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 including any mandated airlines charges. Transportation and parking costs to and from place of departure for out-of-state candidates. See Topic 2.1.
- Mileage reimbursements at the current mileage reimbursement rate.
- Lodging in excess of one night 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).
- 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 Rio Grande Travel agency will be mailed directly to the candidate at the address shown on the Candidate Travel Request. If the candidate makes his or her own air travel arrangements, he or she must submit original itemized receipts for reimbursement. Human Resources will complete a Payment Request Form, attach original itemized 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.

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 Rio Grande Travel agency or the internet. The traveler may also make arrangements and have the expenses billed directly to the corporate card. Original itemized receipts may be submitted with 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 and your Business Office for additional information.
6. Non-Exempt Employee Travel and Work Time Policy

The College follows the Code of Federal Regulations regarding compensable time for non-exempt employees while traveling or on an overnight trip, specifically codes CFR 785.33 to 785.41. See the WEBLINKS section for the web reference.

6.1 Same day travel to a work event outside of Tucson

Time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile is not considered work time. An example is a group of four non-exempt employees who will be attending a training seminar in Phoenix from 8 a.m. to 5 p.m. The four employees car pool together in a College vehicle. Travel time is 6 a.m. to 8 a.m. and 5 p.m. to 7 p.m. Only the driver is paid for the hours driving, the passengers are not.

6.2 Traveling to a conference requiring overnight stay

Travel days – Non-exempt employees are to be paid only for hours spent traveling that coincide with the employee’s regular working hours (e.g., 8 a.m. to 5 p.m.). This rule applies not only to their regular work days (which might be Monday through Friday), but also during the non-work days (Saturday and Sunday). For example, a non-exempt employee normally works from 8 a.m. to 5 p.m., Monday through Friday, and has to be at the airport on Sunday at 2 p.m. to catch a 4 p.m. flight. That non-exempt employee would record and be paid for 3 hours (2 p.m. to 5 p.m.), because only the hours that occur within their regular work day are compensable. This holds true even if the flight itself lasts well past 5 p.m. In other words, time spent traveling as a passenger in a train, boat, airplane, bus, or automobile outside of regular working hours is not compensable time.

Conference Days – Non-exempt are to be paid for all hours worked during actual conference days, but only for the time required for them to be there. Typically, breakfast, lunch and evening networking are not considered required; however, attendance at opening sessions, workshops, and training sessions are generally required. In other words, attending an optional breakfast or dinner/cocktail party would not count as compensable time and should not be recorded on their timesheet as time worked. Regular meal period time is not compensable, unless the meal period is considered mandatory, in which case it would be compensable. Non-exempt employees should meet with their supervisor prior to the conference with a conference schedule in hand to decide what events require attendance.
WEBLINKS:

MyPima > Intranet > Finance > Accounts Payable

Forms:
- Travel Authorization Request
- Travel Expense Report
- Fleet Vehicle Use Request
- International Travel Application
- Expense Justification

Charts and Quick Reference:
- Lodging & Per Diem Reimbursement Chart
- Inter-Campus Mileage Chart
- In-State Mileage Chart
- Mileage Log

Internet Links:
- PCC Board Policy BP-2412
  http://www.pima.edu/about-pima/policies/board-policies/BP-2412.html
- PCC College Regulation RG-2412-A
- Code of Federal Regulations regarding Non-Exempt Employee Travel CFR 785.33 to 785.41
  http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=2b6f11368f3f131a5b8568aa3b43722e&r=PART&n=29y3.1.1.2.45#29:3.1.1.2.45.3.450.24

Internet Mapping Charts
- http://www.mapquest.com
- http://www.googlemaps.com

College Travel Agency
- Rio Grande Travel
  http://www.rgtravel.com
  6336 N Oracle Rd Ste 356, Tucson, AZ 85704
  (520) 742-0545

International Travel
- U.S. Department of State
  http://travel.state.gov

- U.S. Department of State’s Smart Traveler Enrollment Program (STEP)
  https://step.state.gov/step/

- U.S. Department of State Foreign Per Diem Rates
  http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Business Office Contacts:
- District     do-businessoffice@pima.edu
- Community Campus    #cc-abs
- Desert Vista Campus     #DV-BusServ
- Downtown Campus     DC-Admin-Svc
- East Campus     #ECBO
- Northwest Campus     #NW-BO
- West Campus     #WCBusiness
- M&S     #MSBusiness@pima.edu
- Account Payable     pccap@pima.edu
Appendix A - Travel Authorization Request (TAR) Requirements Checklist

This checklist is to be completed by the Business Office and Accounts Payable department when reviewing a Travel Authorization Request and required documentation for authorized travel. As you review the TAR and attached documentation, go down the checklist and check each item that pertains to this request.

Campus/District Business Office

The Checklist and required Travel Authorization Request documents should be complete before sending to Accounts Payable for processing. Incomplete documents will be returned to the Business Office unprocessed by Accounts Payable. The Business Office will be notified that the documents are being returned by email.

- TAR form complete.
- Traveler, Supervisor and Administrator signature is present.
- Verify funding.
- Encumber funds and record assigned trip/blanket mileage encumbrance number.
- Advance request (90% of out-of-pocket expenses):
  - Per diem
  - Lodging
  - Rental Car
  - Shuttle/Taxi
  - Parking
  - Other _______________________
- Registration form attached.
  - Indicate if paid by p-card or employee (attached original itemized receipt), complete and submit a TER for reimbursement
  - Indicate if A/P needs to pay it (attached two copies).
    - Ensure vendor W-9 form is on file with AP
    - If new vendor, complete and submit a Vendor Maintenance Request form to District Business Office
- Method of travel is indicated:
  - Airfare
    - If adding personal travel to business travel, verify airfare cost comparison for travel dates is attached
  - Personal vehicle
    - If out-of-state travel, verify airfare and mileage cost comparison for travel dates is attached
  - Rental car
    - If out-of-state travel, verify airfare and mileage cost comparison for travel dates is attached
    - If renting through College, attach a copy of the Fleet Vehicle Use Request Form
  - College Vehicle
    - Attach a copy of the Fleet Vehicle Use Request Form
- Event Brochure/Agenda with dates & times.
- Indicate expenses paid by p-card or employee:
  - Airfare
  - Lodging
  - Other _______________________
- If a reimbursement on prepaid expenses is required, include a TER and refer to the TER checklist
- Verify accurate per diem rates based on dates & times.
- The Expense Justification form is attached (if any exceptions to the travel manual).
- Sign the TAR signifying accuracy, compliance with Travel Manual and completeness of documentation.
- Forward to District Accounts Payable DO/1230 two weeks prior to departure date.

District Accounts Payable

The Checklist and required Travel Authorization Request documents should be complete before sending to Accounts Payable for processing. Incomplete documents will be returned to the Business Office unprocessed by Accounts Payable. The Business Office will be notified that the documents are being returned by email.

- Review for required signatures.
- TAR form complete.
- Verify advance total is correct
- Check for attachment of Brochure/Agenda with dates & times.
- The Expense Justification form is attached (if any exceptions to the travel manual).
- Verify the Travel Authorization request packet is complete.
  - If the packet is missing documents or checklist is incomplete, return to the Business Office and send notification via email. Date email is sent: ___________
- Make registration payment if indicated.
- Process advance for payment 7 business days prior to departure.
- Sign the TAR signifying accuracy, compliance with Travel Manual and completeness of documentation.
Appendix B Travel Expense Report (TER) Requirements Checklist

This checklist is to be completed by the Business Office and Accounts Payable department when reviewing a Travel Expense Request and required documentation for authorized travel. As you review the Travel Expense Request and attached documentation, go down the checklist and check each item that pertains to this request.

Campus/District Business Office

The Checklist and required Travel Expense Report documents should be complete before sending to Accounts Payable for processing. Incomplete documents will be returned to the Business Office unprocessed by Accounts Payable. The Business Office will be notified that the documents are being returned by email.

☐ Employee signature is present.
☐ Supervisor signature if actual expenses exceed authorized amount on TAR by $100 or greater.
☐ Registration form attached if requesting reimbursement.
  ☐ Indicate if paid by employee (attached original itemized receipt)
☐ Attach original itemized receipts for all claimed expenses.
  ☐ Hotel receipt
  ☐ Airfare receipts
  ☐ Airline Baggage receipts
  ☐ Transportation receipt if over $40.00
  ☐ Parking receipts
  ☐ Rental Car
  ☐ Other ___________________
☐ If traveling by personal vehicle, is Mileage Log using inter-campus mileage chart, in-state mileage chart, internet mapping charts, etc. attached?
☐ If the traveler needs to reimburse the college, have them pay the cashier and attach cash receipt.
☐ The Expense Justification form is attached (if any exceptions to the travel manual).
☐ Sign the TER signifying accuracy, compliance with Travel Manual and completeness of documentation.
☐ Forward to District Accounts Payable/DO 1230 within two weeks of the return date.

District Accounts Payable

The Checklist and required Travel Expense Report documents should be complete before sending to Accounts Payable for processing. Incomplete documents will be returned to the Business Office unprocessed by Accounts Payable. The Business Office will be notified that the documents are being returned by email.

☐ Required signatures are present.
☐ Verify registration’s original itemized paid receipt is attached and matches dates indicated on TAR and that no additional items were purchased, i.e. meals, memberships, subscriptions, etc.
☐ If traveling by personal vehicle, is Mileage Log using inter-campus mileage chart, in-state mileage chart, internet mapping charts, etc. attached?
☐ Review original itemized lodging receipt for traveler name and dates.
  ☐ If greater than allowable lodging rate, is conference designated lodging information attached?
☐ Review meals per diem amount requested.
☐ Review total calculation minus any advance amount, pre-payments or reimbursements prior to travel
☐ The Expense Justification form is attached (if any exceptions to the travel manual).
☐ If the traveler needs to reimburse the college, verify cash receipt is attached.
☐ Verify the Travel Expense Report packet is complete.
  ☐ If the packet is missing documents, it will be return and notify via email. Date email is sent:___________
☐ Process reimbursement to traveler within two weeks after receipt by A/P (date stamp).
☐ Sign the TER signifying accuracy, compliance with Travel Manual and completeness of documentation.
# Appendix C  - Travel Status Hours and Rates

## Partial Day Meal Reimbursement Travel Status Hours

<table>
<thead>
<tr>
<th>Travel Status Hours</th>
<th>Meal Consume Time</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 up to to 6 hours</td>
<td>12:00 am - 10:00 am</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>0 up to to 6 hours</td>
<td>10:01 am - 04:00 pm</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>0 up to to 6 hours</td>
<td>04:01 pm - 11:59 pm</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>at least 6 hours up to 12 hours</td>
<td>12:00 am - 04:00 pm</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>at least 6 hours up to 12 hours</td>
<td>10:01 am - 11:59 pm</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>at least 6 hours up to 12 hours</td>
<td>04:01 pm - 07:00 am</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>At least 12 hours or more</td>
<td>12:00 am - 11:59 pm</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## Partial Day Meal Reimbursement Meal Reimbursement Rates

<table>
<thead>
<tr>
<th>Based on Full Day Per Diem Rate of:</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>$34</td>
<td>$7</td>
<td>$10</td>
<td>$17</td>
</tr>
<tr>
<td>$39</td>
<td>$8</td>
<td>$11</td>
<td>$20</td>
</tr>
<tr>
<td>$44</td>
<td>$9</td>
<td>$13</td>
<td>$22</td>
</tr>
<tr>
<td>$49</td>
<td>$10</td>
<td>$14</td>
<td>$25</td>
</tr>
<tr>
<td>$54</td>
<td>$11</td>
<td>$16</td>
<td>$27</td>
</tr>
<tr>
<td>$59</td>
<td>$12</td>
<td>$17</td>
<td>$30</td>
</tr>
</tbody>
</table>

Online Calculator may be found at https://mypima.pima.edu > Home > Finance > Accounts Payable

Foreign per diem rates may be found at http://aoprals.state.gov/content.asp?content_id=184&menu_id=78