

201-01 TRAVEL—PROCEDURE

1. PURPOSE

The purpose of the Travel Procedure is to provide procedures and amounts for travel for a District purpose by a board member or employee. Such procedures and amounts may authorize reimbursement for lodging, subsistence, and travel expenses. This travel procedure is designed to qualify as an accountable plan under regulations established by the Internal Revenue Service (IRS).

2. PROCEDURE

1. The statewide travel policy as issued by the Arizona Department of Administration General Accounting Office (www.gao.az.gov/travel) is the principal authority for travel by board members and employees.
2. The District may impose restrictions on travel procedures and amounts greater than those of the statewide travel policy, but not less than those of the statewide travel policy.
3. The Business Office will publish Procedural Guidelines that cover all details of travel to provide a transparent and easy to use system. The Procedural Guidelines will be updated as needed and the changes communicated to the College community. All board members and employees shall comply with the provisions of the current Procedural Guidelines.
4. All travel decisions shall be made in compliance with all applicable laws, rules, regulations, and professional and ethical standards.
5. Funds shall be properly budgeted and total travel amounts shall be specifically approved by the District Governing Board at the time of annual budget adoption, or as legally changed during the fiscal year.

3. BACKGROUND

1. References: A.R.S. § 15-1406, Procedural Guidelines
2. Revision history: 07/2000, 07/2003, 05/12/2010
3. Legal review: none
4. Sponsor: Business Office

Adopted by College Council: 05/12/2010

COCONINO COMMUNITY COLLEGE