



**Procedure 201-01 Travel**  
**Sponsor: Business and Administrative Services**

**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).

**Definitions**

None

**Procedure**

**Part 1: Introduction**

The State of Arizona Department of Administration (ADOA) and General Accounting Office (GAO) produce the State of Arizona Accounting Manual (SAAM) which specifies accounting practices for the State of Arizona, and its political subdivisions. Coconino Community College (CCC) is a political subdivision of the State of Arizona, and is required to conform to the guidelines in the SAAM. As a political subdivision of the State of Arizona, CCC may develop policies and procedures that are specific to our agency, as long as they are consistent with and complement State Travel Policy and may be more restrictive, but not more generous or liberal, than State Travel Policy (Topic 50, Section 05 policy 7.3).

Topic 50 of the SAAM covers travel, and references to the sections within Topic 50 are noted below. Changes specific to CCC are included in bolded font, in order to differentiate between College-specific changes and State-required rules. **This document is organized in the numerical order that is used in the SAAM. If a section is included in SAAM and excluded in this document, it was determined to be non-applicable for the College.**

The full State of Arizona Accounting Manual can be found at: <https://gao.az.gov/publications/saam>

**Part 2: General Travel Principles and Policies (Topic 50, Section 05, Issued 10/11/16)**

The sections in this topic of SAAM are frequently collectively referred to as the "State Travel Policy" and they serve as the directives for both employees and non-employees when traveling on College business. State and College Travel Policy and Procedures exist not merely to provide guidance, but to ensure, to the extent possible:

- Compliance with the Arizona Constitution, the Arizona Revised Statutes, the Arizona Administrative Code and the U.S. Internal Revenue Code is maintained.
- Travel expenses incurred while conducting business for the College are authorized, necessary, reasonable, and appropriate.
- Appropriate, safe and reasonable accommodations are provided for those traveling on College business.

Non-compliance with College Travel Policy or the improper claim for travel expenses may result in appropriate disciplinary action.

1. Any expenditures, including those related to travel, must be:

- 1.1. For a valid public purpose.
- 1.2. Required to conduct the business of the College.
- 1.3. In compliance with applicable sections of the Arizona Constitution, the Arizona Revised Statutes, the Arizona Administrative Code, the U.S. Code of Federal Regulations (including but not limited to the Internal Revenue Code), and the more stringent of the terms of any grant of which the College is recipient.
- 1.4. Such that they result in value to the College in excess of their cost.

2. College administration and all those traveling on College business should be familiar with and have an understanding of College Travel Policy; all travel arrangements and practices should reflect that familiarity and understanding.

3. Travel arrangements should be fair and equitable, but planned for the convenience of the College using the most reasonable and economic means. In general, the practical travel alternative most beneficial and cost effective for the College should be chosen, with a focus on the total cost of the trip rather than any specific component of that cost.

4. Travelers and agencies are required to do travel planning for individuals and group travel and for meetings and conferences that involve travel by participants. In general, the best travel alternative is that which results in the most favorable cost-benefit result for the College and involves a traveler spending the least, as may be reasonable under the circumstances, time away from his duty post. Travel planning should begin far enough in advance to limit:

- 4.1. The number of overnight stays.
- 4.2. Meal, lodging and transportation expenses.
- 4.3. Time in travel status (cost vs. benefit).
- 4.4. The number of travelers necessary to meet the needs of the College.
- 4.5. Use of private versus public facilities.

5. Unless a specific exception exists, for an employee to qualify for reimbursement, receipts for travel-related expenditures are to be collected by either the traveler or the College employee arranging the travel; if collected by the traveler, the receipts are to be submitted to the person responsible for requesting reimbursement.

- 5.1. Among those expenditures that do not require a receipt for reimbursement are:
  - 5.1.2. Incidentals with a cost of less than five dollars (\$5). Incidentals include, but are not limited to such things as tips or other charges for baggage handling and tips for chamber maids. It is to be noted that expenditures for incidentals reduce the amount of reimbursement available for meals (this is not prorated by meal, i.e., if a traveler is entitled to only one (1) meal for the day, the amount of the incidental expense reimbursed will reduce the amount available reimbursement for that meal).
  - 5.1.3. Certain expenses incurred and no receipt is available, such as parking meter charges.
- 5.2. For those who are not employees of the College, all reimbursements require receipts.

8. Reimbursements are to be made only for qualified travel expenditures necessary to conduct the business of the College.

9. Consideration should be given to alternatives to travel to accomplish College business more efficiently and economically. Such alternatives include, but are not limited to, conference calls and web conferencing. Travel should be authorized only when there is a need for personal contact, intervention or observation.

10. Except as provided immediately below, reimbursement of travel expenses is limited to those actually incurred while traveling on College business.

10.1. The State motor vehicle mileage rate may be used instead of actual expenses when operating a privately owned vehicle on College business. The amount claimed, however, is to be based upon the lesser of actual miles driven or miles that would have been driven had the most economical route been chosen.

10.2. The State personal aircraft rate may be used instead of actual expenses when operating a privately owned aircraft on College business. The amount claimed, however, is to be based upon the lesser of actual miles flown or miles that would have been flown had the most economical route been chosen.

11. In the following cases, reimbursement is subject to the limits published in SAAM 5095:

11.1. Mileage.

11.2. Lodging.

11.3. Meals and incidentals.

12. All documentation related to travel for the College must be maintained in accordance with the Records Retention Schedules published by LAPR. Such documentation includes, but is not limited to, travel requests, travel claims, receipts and conference brochures.

13. Employee travel is conducted and reimbursed in accordance with College Travel Policy, regardless of the funding source that pays for the travel.

13.1. Even when the travel is financed using monies that were provided by the Federal Government or some other organization, individual, program, or funding source, employee reimbursements for meals and lodging are limited to State rates.

13.2. With respect to cost recovery from a Federal program or grant, travel costs are considered reasonable when they do not exceed College Travel Policy.

13.3. Travel reimbursements to employees for costs in excess of those set forth in College Travel Policy may, when applicable, jeopardize an agency's or the College's ability to recover such costs from the Federal Government.

15. When operating a motor vehicle on College business within the U.S., whether that vehicle is a College vehicle, rented or privately owned, the driver must possess:

15.1. A valid driver's license; a driver's manager or supervisor is responsible for verifying this before authorizing travel and, if applicable, before approving a travel reimbursement related to the operation of a motor vehicle.

15.2. Mandatory insurance coverage as required by applicable State laws and regulations, primarily issued by ADOT.

15.2.1. Risk Management should be consulted with respect to the operation of a vehicle on College business outside of the U.S.

16. When operating an aircraft on College business, rented or privately owned, the pilot must possess:
  - 16.1. A valid pilot's license; a pilot's manager or supervisor is responsible for verifying this before authorizing travel and, if applicable, before approving a travel reimbursement related to the operation of an aircraft.
  - 16.2. Insurance coverage as required by the Federal Aviation Administration or other authority with jurisdiction.
17. The most reasonable and customary mode of transportation and the most commonly traveled route should generally be selected.
18. Attendance at out-of-state conventions or meetings should only be approved when such occurrences are directly related to the job. Travel should be limited to personnel whose attendance, as determined by agency management, is essential to College business.
19. Reimbursements are limited to the expenses incurred or that would have been incurred by using the most efficient route. The most efficient route is that which is the most direct, most traveled or most economical, taking all circumstances into consideration. (It may, for example, be less direct to take an expressway than surface streets. However, travel by expressway would be generally the most traveled route and, given the additional cost of employee time to travel by surface streets, the most economical.)
20. Avoidable travel time in excess of that which is necessary to conduct College business, such as that used to conduct personal affairs, incurred during normally scheduled work hours is to be charged to annual leave. Non-avoidable travel time, such as delays imposed by weather, mechanical failures, etc., experienced during normally scheduled work hours is to be charged to regular pay.
21. Additional travel expenses incurred by taking an uneconomical route, are not in the best interest of the College or are for personal business will not be reimbursed.
22. Travel expenses paid directly by the College to a travel agency, hotel, restaurant, rental car company, etc., on an employee's behalf are subject to applicable College Travel Policy reimbursement limitations. Claims for this manner of payment must reference the traveler(s) to whom they apply. When they would be otherwise required, as for lodging, car rentals, etc., itemized receipts are required for direct payment of these expenses.
23. The College President or their delegate must approve all out-of-state travel in advance. The request for out-of-state travel should be submitted to allow ample time to take advantage of the availability of discounted airfares, conference lodging, a traveler's special needs, etc. A copy of the approved out-of-state travel request must accompany the out-of-state travel claim.

### Part 3: Reducing State Travel Costs (Topic 50, Section 06, Issued 05/01/15)

Travel is a costly undertaking for an agency; out-of-State travel particularly so. While accomplishing the College's business often requires travel, there are frequently ways in which travel can be reduced or eliminated with little or no negative impact upon achieving the College's mission. The following policies are provided to Administrators and travelers when contemplating travel or the approval of travel requests. No set of guidelines, considerations or policies can ever be complete or may be absolutely applicable in every set of circumstances. Still, it is hoped that these policies will prove helpful in making favorable decisions for the College more likely.

## PROCEDURES

1. No travel should be conducted, unless it is demonstrably in the best interest of the College.
2. All travel should be arranged in such a way that, while in all respects safe and reasonably accommodating the needs of the traveler, the best interests of the College take precedence.
3. When contemplating, planning or arranging travel, the overall cost of travel is to be considered. The overall cost of travel involves more than merely air fare, meals, lodging, etc. It also involves the cost of the time employees spend traveling.
  - 3.1. The cost of an employee's time while traveling includes both the employee's compensation and all employee related expenses, such as taxes, retirement contributions, health care coverage, etc.
  - 3.2. The cost of an employee's time while traveling also involves an opportunity cost; when an employee is traveling, he might be more productively involved in performing other duties for the College.
4. The following questions should be asked concerning any travel to be paid for by the College:
  - 4.1. Can travel be avoided? Are there other, more cost effective alternatives to travel?
  - 4.2. Can unavoidable travel be reasonably conducted more efficiently and economically?
5. Travel, when necessary, should be conducted as economically as circumstances reasonably permit.
  - 5.1. This means, for example, that air travel, when there is not more than a very remote likelihood of incurring a penalty for change or cancellation, should be booked sufficiently in advance to qualify for a discounted fare.
  - 5.2. When arriving at his destination and arranging local transportation, the most economical means should be sought.
    - 5.2.1. Many hotels offer free shuttle services to and from airports.
    - 5.2.2. Even when they charge a fare, shuttle services of various kinds are frequently less expensive than taxis.
    - 5.2.3. When more than one College traveler is going to a given location, travel should be arranged in such a way that they travel together. This way, they can share taxi, limousine, or shuttle services and reduce costs to the College.
    - 5.2.4. Depending upon the amount of luggage, length of local travel, schedule, employee time, physical condition of the traveler, safety, and familiarity with the destination, the use of mass transit and public transportation should be considered and often favored over more expensive means.
  - 5.3. An employee shall not be reimbursed for a given meal, including a lighter offering like a continental breakfast, if that meal's cost is included in a conference registration fee.
  - 5.4. Travelers should consider a range of departure times when flying. Sometimes, leaving an hour earlier or later can result in considerable savings for the College.
6. In the case of lodging, sometimes there is a wide range of costs for similar appropriate facilities within fairly close proximity of each other. When booking lodging, one should look for the most economical comparable combination of lodging and local transportation (including, when reasonable, walking).
7. In the cases of conferences, training events, seminars, etc., the benefit of sending multiple staff members versus the cost of doing so should always be scrutinized. While at times, it may be necessary or significantly beneficial to send several staff to such events, it is frequently the case that one or two people

can cover all the presentations of interest and can communicate the information of value to other members of the staff.

- 7.1. Attendance at conferences and the like should not be thought of as an award, fringe benefit, or morale booster.
- 7.2. It should be borne in mind, as stated above, that the cost of attendance at these events includes not merely registration, travel, lodging, etc., but the cost of participants' compensation and benefits as well as the possible loss of staff productivity.
- 7.3. Particularly at conferences, many of the presentations may be of little or no value and the information being sought can be acquired and communicated more efficiently, effectively and economically by other means.

8. In the case of training, consideration should be given to the availability of teleconferences, webinars or other means or media that provide the desired instruction while avoiding the costs of travel.

9. When arranging training for multiple participants, consideration should be given to transporting the trainer to the students, rather than the students to the trainer.

- 9.1. Many training organizations offer on-site training or might do so upon request.
- 9.2. If the cost of providing transportation, meals and lodging to a single trainer to provide on-site instruction is more economical than providing travel costs for a number of students to a training facility or conference, administration and staff should take advantage of this option.

10. When considering meetings that involve significant travel, the following questions should always be asked:

- 10.1. Are face-to-face meetings, when such meetings involve significant travel, really necessary? If not, travel should be avoided.
- 10.2. Could the same business be conducted as effectively and more economically by telephone, teleconference, web conference, email or other means? If so, travel should be avoided.

11. Travelers should be kept mindful that all travel for the College is subject to the State's statutes and policies, including a number of limitations. Among these are:

- 11.1. Reimbursements for lodging and meals shall not exceed the lower of the actual amounts incurred or the maximum amounts allowable for the type and location of the expense.
- 11.2. Reimbursements for lodging while attending a conference shall not exceed the least expensive single room rate published in the conference brochure for its designated lodging establishments.

12. Travelers should always investigate the availability of special lodging rates and take advantage of them when they are available and produce a savings for the College.

- 12.1. Sometimes, particularly in the case of conferences, there are lodging rates at the conference hotel, such as a governmental rate, that are less expensive than the conference rate
- 12.2. Frequently, lodging is available at a hotel neighboring the conference hotel for less than the rates available at the conference hotel.

13. Advance planning is a key factor affecting the cost of travel.

- 13.1. In the case of conferences or similar out-of-town events, travel arrangements should, to the extent practicable, be made within one (1) calendar week of learning of the event.
- 13.2. If possible, travel arrangements—the booking of flights and lodging—should be made between ninety (90) days and thirty (30) days before the date of departure to take advantage of discounted fares, conference lodging rates, etc.

14. Except when required by the traveler's physical condition or debility, which is to be documented on the travel claim, special seating charges on airplanes, e.g., window or aisle seating by request, are the responsibility of the traveler and will not be reimbursed.

15. Charges involving upgrade from coach or economy fares to first class are the responsibility of the traveler.

16. Charges relating to the cancellation of or a change to a flight or hotel reservation are generally the responsibility of the party initiating or at fault for the cancellation or change. Whenever the agency pays the charges relating to the cancellation or change of travel arrangements, the circumstances must be fully documented and the documentation retained with the travel claim.

- 16.1. If the change or cancellation is initiated by the College, then the College is responsible for paying the charge.
- 16.2. If the traveler initiates the change or cancellation, either the traveler or the College may, depending upon circumstances, be responsible for paying the charge.
  - 16.2.1. If the charge results from a change in travel plans because of a personal emergency (e.g., hospitalization or death in the family, fire or burglary at home, etc.), the College is responsible for paying the charge.
  - 16.2.2. If the charge results from a change initiated by the traveler that produces an overall savings (i.e., the savings less the charge still results in a reduction of cost) to the College (e.g., taking an earlier return flight that avoids additional meal and lodging costs, etc.), the College is responsible for paying the charge.
  - 16.2.3. If the charge results from a change initiated by the traveler for his convenience and does not produce an overall savings to the College, the traveler is responsible for paying the charge.

17. Spending on travel reduces money available for other initiatives and programs. Travel extravagance exposes the College to public criticism. Because of these and other factors, College administration should consider making compliance with travel policy, including a traveler's efforts to reduce costs to the College, an element in measuring employee performance.

- 17.1. Employees who repetitively violate travel policy or conduct or arrange travel in ways that do not serve the best interests of the College, should be appropriately disciplined.
- 17.2. Agency management should consider an employee's record of compliance with College Travel Policy when reviewing travel requests.

#### Part 4: Agency-level Travel Responsibilities (Topic 50, Section 07, Issued 06/19/15)

In order for College travel to be conducted as fairly, efficiently and economically as possible, it is important for all those involved in traveling, travel planning, travel administration and travel claim processing to understand their respective roles as they related to travel. What follows is a list of those responsibilities; this list is non-exhaustive.

#### PROCEDURES

1. The responsibilities of the President includes, but are not limited to:
  - 1.1. Approving out-of-state travel.
  - 1.2. Authorization to use chartered or rental aircraft.
  - 1.3. Any out-of-state travel involving three (3) or more individuals from the same agency or can reasonably be expected to equal five thousand dollars (\$5,000) in total travel requires particular scrutiny of the President; it also requires the collection and retention of documentation as to the purpose of the trip. Such documentation must include a complete written explanation of the purpose, need and cost-benefit of the trip as well as a description of the alternatives considered, but dismissed, that may have resulted in a savings for the College. This documentation must also contain the names of the traveler(s), travel date(s), and travel destination(s).
  
2. Administration's responsibilities include, but are not limited to:
  - 2.1. Ensuring:
    - 2.1.1. All authorized travel is in the best interest of the College.
    - 2.1.2. All travel expenses are reasonable and necessary.
    - 2.1.3. All required receipts are collected, reviewed, verified and retained.
    - 2.1.4. All expenses paid or reimbursed comply with the College Travel Procedures.
    - 2.1.5. The most economical, as may be practical under the circumstances, is used.
    - 2.1.6. The duty post or posts of each employee is designated in the best interest of the College.
    - 2.1.7. Employees obtain appropriate approvals or exceptions prior to traveling.
    - 2.1.8. Adequate funds and spending authority are available for travel.
    - 2.1.9. All travel card charges are reconciled correctly and any overpayments or improper charges are recovered.
    - 2.1.10. All travelers are familiar with the travel policies and procedures before traveling for the College.
    - 2.1.11. All supervisors are familiar with the travel policies and procedures before authorizing an employee's travel.
    - 2.1.12. All travel approvers are familiar with the travel policies and procedures contained in the College Travel Procedures.
    - 2.1.13. Travelers submit travel claims on a timely basis; and that untimely filed travel claims are handled as described in Section 17.
  - 2.3. Providing:
    - 2.3.1. Guidance and training to College employees, supervisors, travel approvers, and travel payers in the proper procedures for filing travel claims, paying travel expenses, and making travel reimbursements.
  
3. A supervisor's responsibilities include, but are not limited to
  - 3.1. Knowing:
    - 3.1.1. College travel policy and procedures.
    - 3.1.3. Employees' duty stations, that those duty stations have been designated so as to favor the interests of the College, and the effect of those duty stations on travel reimbursements.
    - 3.1.4. The limits of approval and reimbursements pertaining to travel as contained in College policies and procedures, and when and how exceptions must be requested
  - 3.2. Authorizing travel only when necessary and within delegated authority.

- 3.3. Reviewing travelers itineraries in advance to ensure the most economical method of travel under the circumstances is used.
  - 3.4. Verifying that travel claims are:
    - 3.4.1. Within allowable rates and all required documentation is attached.
    - 3.4.2. As applicable, actual, reasonable and necessary.
  - 3.5. Reviewing and approving or rejecting travel claims in a timely manner.
  - 3.6. Ensuring that employees file travel claims in a timely manner.
  - 3.7. Working with employees to plan travel sufficiently in advance to secure advantageous travel and lodging rates.
4. A travel claim approver's responsibilities include, but are not limited to.
- 4.1. Knowing:
    - 4.1.1. College travel policy and procedures.
    - 4.1.2. What constitutes an exception to travel policy, as well as when and how to request an exception to policy, if warranted
  - 4.2. Verifying that travel claims are:
    - 4.2.1. Within allowable rates and all required documentation is attached.
    - 4.2.2. As applicable, actual, reasonable and necessary.
  - 4.3. Reviewing and approving or rejecting travel claims in a timely manner.
  - 4.4. Ensuring that employees file travel claims in a timely manner.
5. A traveler's responsibilities include, but are not limited to.
- 5.1. Knowing:
    - 5.1.1. College travel policy and procedures.
    - 5.1.2. What constitutes an exception to travel policy, as well as when and how to request an exception to policy, if warranted.
    - 5.1.4. His duty post and the effect it has on his eligibility for travel reimbursement.
  - 5.2. Making sure that travel claims are:
    - 5.2.1. Within allowable rates and all required documentation is attached.
    - 5.2.2. As applicable, actual, reasonable and necessary.
  - 5.3. Claiming only those expenses and reimbursements to which he may be entitled in accordance with the College Travel Procedures.
  - 5.4. Filing travel claims in a timely manner.
  - 5.5. Obtaining, in advance, necessary approvals for travel, including the method of travel and lodging.
  - 5.6. Securing the most economical method of travel, including lodging, applicable under the circumstances.
  - 5.8. Working with his supervisor and administration to plan travel sufficiently in advance to secure advantageous travel and lodging rates.

Part 5: Travel Matters Requiring the Approval of the Business Office (Topic 50, Section 08, Issued 01/30/17)

Certain travel matters do require the approval of the Business Office. While many, if not all, of the situations listed below are covered in other sections of the College Travel Procedures, and generally in greater detail, this may serve as a quick reference for those travel matters that must be submitted to the Business Office for approval. In the event of a conflict between this list and the instructions, directions or policies enumerated in other applicable sections of the College Travel Procedures, those other sections prevail.

## PROCEDURES

1. The following travel related matters require the approval of the Business Office. When practicable, approval should be secured in writing before obligating the College. In all cases, Business Office approval is required before payment is made. These exceptions are typically approved by the Executive Director of Accounting; in limited instances they may be approved by another designee.

- 1.1. Non-conference lodging rates in excess of the applicable State rates.
- 1.2. Conference lodging rates in excess of the lowest, single-occupancy lodging rate listed in the applicable conference brochure.
- 1.3. The use of privately owned aircraft to be used for College business.
- 1.4. Long-term in-state or out-of-state lodging and meal arrangements that exceed State long-term subsistence rates.
- 1.5. Arrangements for conferences hosted by the College when those arrangements involve the provision of refreshments, meals or lodging in excess of State rates.
- 1.6. The provision or reimbursement of or payment for meals or lodging when the traveler is less than fifty (50) miles from both his home and/or duty post.
- 1.7. Any travel advance.
- 1.8. Any blanket exception, i.e., an exception related to more than a single trip, traveler and/or event, to College Travel Policy. Blanket exceptions generally expire and must be renewed within thirty (30) days of the end of each fiscal year (June 30).

### Part 6: Common Carrier Transportation (Topic 50, Section 10, Issued 04/17/2017)

Common carriers are those conveyances offering their services on a regular basis at published rates to all persons for interstate or intercity transportation. Common carriers include airplanes, trains, buses and the like. The term common carrier does not extend to services involving local transit, such as subways, light rail systems, intra-city buses, etc.

Since the most frequently used common carriers are airplanes, examples and terminology related to the airline industry may frequently be used below. However, the policies set forth below apply to all common carriers, that is to say means of transporting many, unrelated travelers between rather than within metropolitan areas, such as trains (other than light rail) and buses (other than municipal).

## PROCEDURES

1. An employee who is a passenger on a common carrier is:

- 1.1. In pay status when traveling during his regularly scheduled work days and working hours.
- 1.2. Not in pay status when traveling during times outside of his regularly scheduled work hours.

2. Except as otherwise specifically allowed, the following expenses are not to be reimbursed:

- 2.1. Upgraded common carrier fares.
- 2.2. Common carrier fares related to personal travel.
- 2.3. Common carrier fares related to commuting.
- 2.4. Cancellation fees and penalties incurred for personal reasons.
- 2.5. Charges related to checked baggage containing personal effects in excess of the following:
  - 2.5.1. One (1) piece of luggage for trips of three (3) or fewer days.
  - 2.5.2. Two (2) pieces of luggage for trips of more than three (3) days.
- 2.6. Charges related to overweight checked baggage containing personal effects.
- 2.7. Flight insurance or its equivalent.

3. Receipts are required for the employee to be reimbursed for common carrier fares.

4. When practicable, common carrier fares should be prepaid.
  - 4.1. All travel should be conducted using the least expensive reasonable alternative. In the case of common carriers, this means that, for conducting the business of the College, coach or economy fares can be reimbursed; first class or its equivalent shall not be reimbursed except as otherwise provided and properly approved. All such determinations and approvals must be properly documented and retained for audit and inspection.
  - 4.2. A traveler may upgrade to a higher class of travel—or make other arrangements, such as a seat selection, for which there is a charge—at his own expense.
  - 4.3. Should a traveler decide to upgrade to a higher class of travel at his own expense, he must prepay the entire common carrier fare and then, at the conclusion of the trip, be reimbursed for travel at what would have been the economy fare.
  - 4.4. A traveler may be reimbursed by the College when upgrading to a higher class of travel when:
    - 4.4.1. Suffering from some condition recognized by the ADA that requires such an upgrade.
    - 4.4.2. Obesity requires either an upgrade to a higher class or the purchase of two (2) lower class fares, in which case the less expensive of the alternatives is to be chosen.
5. All travel conducted by common carrier should be approved in advance by College administration.
6. The travel times, means and methods of travel selected should always be those most convenient, economical, effective and efficient for the College.
7. Payments for common carrier travel shall be based upon the actual cost incurred, not the amount that would have been reimbursed had the traveler used a privately owned vehicle.
8. When funding for travel is provided by a Federal grant, the traveler must use a U.S. carrier, except when:
  - 8.1. The use of a U.S. carrier would extend travel time (including delay at origin) by twenty-four (24) or more hours.
  - 8.2. U.S. carriers do not offer non-stop or direct service between the origin and destination.
  - 8.3. The costs of travel are fully reimbursed by certain third parties such as foreign governments or international organizations.
9. Costs incurred when traveling to and from common carrier terminals (i.e., airports, train stations and bus stations) using the most reasonable, customary and economical means are reimbursable.
  - 9.1. The least expensive of the following will be reimbursed:
    - 9.1.1. Use of a privately owned vehicle (driven by the traveler) and terminal parking, or
    - 9.1.2. Two (2) round trips using a POV between the traveler's home or duty station and a common carrier, or
    - 9.1.3. Fares for one (1) round-trip between one's home and a common carrier terminal for a:
      - 9.1.3.1. Taxicab, or
      - 9.1.3.2. Limousine, or
      - 9.1.3.3. Rideshare, or
      - 9.1.3.4. Shuttle.

9.2. A traveler may be reimbursed for two (2) round trips between one's home and a common carrier terminal when the traveler is dropped off and picked up by a family member, friend, acquaintance, etc.

10. Reimbursement for terminal parking is limited to the lowest available daily rate for uncovered, long-term parking at a lot providing shuttle service to and from the terminal. The reimbursement amount is not to exceed any rate then in effect that may be prescribed by SAAM for a given location.

11. A train or a bus may be used instead of an airplane when:

11.1. It is convenient and economical to do so and additional travel time while in pay status does not result, or

11.2. Under other circumstances, which are properly documented, may require it.

12. A traveler may use a POV for personal reasons even though travel by common carrier would be the most economical and efficient. In such cases, the cost of meals, lodging, parking, mileage, tolls, taxis and ferries incurred to and from the destination may be reimbursed. However, such reimbursements shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier, plus transportation costs to and from the airport terminals.

13. When Federal funding is used to pay for air travel, the rules of the Fly America Act (<https://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode=USCODE>) apply. In general, only U.S. carriers must be used unless:

13.1. The use of a non-U.S. carrier would extend travel time (including any delay at the point of origin), by twenty-four (24) or more hours, or

13.2. U.S. carriers do not offer non-stop or direct service between the point of origin and the destination apply (some additional complex rules apply; see the Fly America Act at the website listed above), or

13.3. The cost of the airfare is fully reimbursed by certain third parties, such as foreign governments or international agencies.

#### Part 7: Travel by Individually Operated Motor Vehicle (Topic 50, Section 15, Issued 01/29/16)

Traveling for the College is frequently conducted using automobiles, which means that a knowledge of College Travel Policy as it applies to automobiles is critical for efficient and economical agency operations. Automobiles used by College travelers may be owned or supplied by the traveler (privately owned vehicles, POVs), owned or supplied by the College, or rented from a commercial enterprise.

#### PROCEDURES

##### 1. General.

1.1. Any person operating a motor vehicle on College business must possess:

1.1.1. A valid driver's license (viz., one issued by the State of Arizona and in compliance with all Arizona laws, rules and regulations) suitable for the type of vehicle being operated. This license must be current, unexpired and neither revoked nor suspended.

1.1.2. Liability insurance meeting the State's minimum coverage requirements.

- 1.2. An agency may not authorize the use of a motor vehicle on College business if the traveler does not possess a valid driver's license and liability insurance.
- 1.3. Before authorizing travel or approving a travel claim that includes travel by a POV or College Owned Vehicle (COV), the traveler's supervisor or manager may request to inspect a traveler's driver's license and/or proof of insurance.
- 1.4. The guidelines set forth immediately below are approximations that may be used to determine which modes of transportation are most economical, given the length of the contemplated in-State round trip. Variations arise from changes in fuel prices, imprecision in estimated trip length, size and fuel efficiency of the vehicle employed, etc.

## 2. COVs

- 2.1. A traveler should use a COV only for official, authorized College business.
- 2.2. Anyone operating a COV must comply with the directives of College Risk Management
  - 2.2.1. When the best interests of the College require, a COV may be used to commute to and from an employee's home. Such circumstances involve:
    - 2.2.1.1. The necessity of providing security for a COV when State-owned facilities are not reasonably available.
    - 2.2.1.2. The employee's being on call and required to be available to immediately respond to an emergency
  - 2.2.2. A COV is not to be used merely as a substitute for one's POV or other means of transportation for commuting, or solely for the convenience of the traveler, or because of the distance between one's home and duty post.
- 2.3. COVs are to be used only for transporting those performing or in the custody of one performing authorized official business for the College; such individuals include:
  - 2.3.1. College employees.
  - 2.3.4. Contractors.
    - 2.3.4.1. State and College Risk Management does not recommend that contractors operate or ride in a COV.
- 2.7. Contact CCC Risk Management for questions or other situations involving the use of College Fleet vehicles not covered in this document.

## 3. POVs.

- 3.1. A traveler may use a POV for official College business if it is the most cost effective mode of travel when all considerations, including employee time, are taken into account. When used, the cost of operating a POV should be less than using a rented vehicle, a taxi, or other means of transport.
- 3.2. The POV motor vehicle mileage reimbursement rate is used to calculate the reimbursement of expenses. Actual expenses of operating a vehicle (gas, oil, repairs, etc.) may not be reimbursed, unless the cost is lower than the cost at the vehicle mileage reimbursement rate. Incidental expenses related to the use of a POV (tolls, parking, etc.), may, however, be reimbursed.
- 3.3. The cost of commuting between a personal residence and a regular duty post or multiple regular duty posts is generally not to be reimbursed, regardless of the distance. This is true even when the commute occurs on weekends, holidays or other days upon which the employee is not regularly scheduled to work.
- 3.4. Reimbursement for travel by POV is allowed for travel on official business on the most practical direct route from one business destination to another as follows:
  - 3.4.1. Between a traveler's regular duty post and a temporary duty post.
  - 3.4.2. Between a traveler's regular duty post and another regular duty post.

- 3.4.3. Between a traveler's personal residence and a temporary duty post (less an amount for commuting miles).
- 3.4.4. Between temporary duty posts.
- 3.4.5. Between a traveler's personal residence and a common carrier terminal (or a parking facility servicing a common carrier terminal) as follows:
  - 3.4.5.1. One (1) round trip, when the vehicle is parked at the terminal (or a parking facility servicing a common carrier terminal) for the duration of the trip; or
  - 3.4.5.2. Two (2) round trips, when the traveler is driven to and picked up from a common carrier terminal.
- 3.5. Reimbursement is limited to the business miles traveled using the most practical direct route to and from each destination. An amount must be calculated and excluded from the daily business miles for normal commuting miles when traveling between a traveler's personal residence and a temporary duty post.
  - 3.5.1. This exclusion for commuting miles is based on one (1) roundtrip between home and regular duty post each day.
  - 3.5.2. Commuting miles must also be deducted on weekends, holidays or other days upon which a traveler might not ordinarily work.
- 3.7. A daily travel log should be maintained by the traveler to document business mileage.
  - 3.7.1. The vehicles odometer reading should be used to determine allowable business mileage and documented in the daily travel log.
    - 3.7.1.1. If odometer readings are not available, map mileage may be used for distances between cities and towns.
    - 3.7.1.2. The use of Internet mapping programs to determine map mileage is permissible provided that a printout of the mapping program's output showing the addresses of the origin and destination and the mileage calculation is included with the travel claim.
    - 3.7.1.3 The use of the standard mileage provided on CCC's travel claim forms is acceptable in lieu of odometer or internet mapping printouts.
  - 3.7.2. The travel log should include the complete address for the location from which one departed and the destination at which one arrived. General locations or destinations such as "Phoenix" or "Tucson" are not acceptable.
    - 3.7.2.1. A major intersection, if it lies within one-half (1/2) mile of one's domicile, may be used in lieu of ones' home address. This practice is allowed merely to protect, as may be desired or required by statute, ones' personal information; it is not to be used to increase ones reported mileage or requested travel reimbursement.
  - 3.7.3. The daily travel log used to substantiate business miles on a travel claim must be maintained by the traveler for audit purposes.
- 3.8. If a traveler has no regular duty post, all travel within a fifty (50) mile radius of one's residence is considered commuting.
- 3.9. If a traveler driving a POV on College business is involved in an accident and found to be at fault, the traveler's liability insurance carrier is responsible to the limits of the policy.
  - 3.9.1. If the liability arising from the accident exceeds the limits of the traveler's insurance coverage, the College's insurance program will cover the excess, if the traveler was acting within the course and scope of his employment.

- 3.9.2. If a traveler driving a POV on College business is involved in an accident, regardless of who is at fault, the College will not reimburse the traveler for any damage to the POV.
- 3.10. In computing mileage for reimbursement, mileage is to be rounded to the nearest tenth of a mile using the 5/4 rounding method.
- 3.11. A traveler may use a POV for personal reasons even though air travel would be the preferable and more economical means of transportation. The cost of meals, lodging, parking, mileage, tolls, ferries, etc., incurred to and from the destination may be reimbursed. However, such reimbursement is limited to the cost that would have been incurred had air travel been selected (based on the lowest available regular coach fare, booked reasonably in advance, for the destination from a commercial air carrier, plus local transportation costs to and from airport terminals). When approving such arrangements, agency management should consider the additional cost of employee time in doing College business in this manner and consider more cost-effective alternatives.

#### 4. Rented motor vehicles.

- 4.1. A traveler may use a rented motor vehicle for official College business if it is the most cost effective, economical or only available means of travel.
- 4.4. When traveling out-of-State, it may be necessary, advisable and/or economical to authorize the use of a rental vehicle.
  - 4.4.1. Consideration should involve the cost of the vehicle, the cost of alternative means of transport, and the business needs of the College.
  - 4.4.2. A rental vehicle should be engaged only when it is necessary to enable or support the accomplishment of the travel's business purpose.
- 4.5. The actual cost—not the POV mileage rate—of motor vehicle rental expenses is reimbursed.
  - 4.5.1. The actual cost of motor vehicle rental includes:
    - 4.5.1.1. The rental fee.
    - 4.5.1.2. Gasoline (excluding pre-paid gasoline).
    - 4.5.1.3. Oil.
    - 4.5.1.4. Tolls.
    - 4.5.1.5. Parking.
  - 4.5.2. No reimbursement is allowed for:
    - 4.5.2.1. Pre-paid gasoline purchased by the traveler related to the use of a rental vehicle.
    - 4.5.2.2. Optional upgrades purchased by the traveler that increase the rental cost, such as a vehicle with satellite radio, GPS, personal accident insurance, personal effects coverage, supplemental liability coverage, etc.
  - 4.5.3. A traveler should plan to have sufficient time to purchase gasoline for the rental vehicle before returning it to the rental agency.
- 4.6. When it has been determined that it is in the best interest of the College that College business be conducted using a rental vehicle:
  - 4.6.1. CDW coverage should not be purchased and will be not reimbursed
- 4.8. The criteria listed immediately below are to be used in establishing reimbursement limitations related to out-of-State vehicle rentals.
  - 4.8.1. One (1) or two (2) individuals traveling for one (1) week or less: a compact vehicle.
  - 4.8.2. Three (3) individuals traveling for one (1) week or less: a mid-sized vehicle.

- 4.8.3. Two (2) or three (3) individuals: a mid-sized vehicle.
- 4.8.4. Four (4) individuals a mid-sized vehicle.
- 4.8.6. Other and special circumstances: as determined by the agency head or his delegate, taking into consideration economy and the needs of the College.

Part 8: Reporting an Accident Involving an Individually Operated Motor Vehicle (Topic 50, Section 16, Issued 05/22/16)

This policy provides instructions on what to do when and authorized driver, i.e., one driving an individually operated motor vehicle while conducting business for the College, is involved in an accident.

PROCEDURES

2. If involved in an accident when operating an individually operated motor vehicle while conducting official business for the College, the authorized driver should, if the authorized driver is able and it is safe to do so:

- 2.1. Stop at once.
- 2.2. Check for injuries.
  - 2.2.1. If the authorized driver is injured, he should stay where he is and wait for help, unless, for safety reasons, he needs to move before safety personnel arrive.
  - 2.2.2. Offer assistance to any other injured parties.
- 2.3. Reduce hazards to other motorists (e.g., place flares or cones around the scene of the accident and turn on the vehicle's emergency flashers).
- 2.4. If there are no physical injuries, fatalities or serious property damage, and if the vehicle can be safely moved, remove the vehicle from the main traveled portion of the roadway onto the shoulder, emergency lane, median or other safe refuge.
- 2.5. Notify local law enforcement (dial 911); advise the dispatcher of any injuries.
- 2.6. Secure the following information from the other drivers, passengers, and witnesses:
  - 2.6.1. Full name.
  - 2.6.2. Address.
  - 2.6.3. Phone number.
- 2.7. Secure the following information from other drivers involved in the accident:
  - 2.7.1. Automobile insurance information (company name and policy number).
  - 2.7.2. Driver's license number and state of issuance.
  - 2.7.3. License plate number and state of issuance.
- 2.8. Secure the following information from the investigating officer:
  - 2.8.1. Name.
  - 2.8.2. Badge number.
  - 2.8.3. Employing jurisdiction.
  - 2.8.4. Report number.
- 2.9. Take photographs of accident scene, any damage, etc.
- 2.10. If applicable, provide insurance information to other drivers.
- 2.11. Notify the authorized driver's supervisor of the accident.
- 2.12. If there are serious bodily injuries, fatalities or serious property damage, call CCC Risk Management as soon as possible at 928.226.4283
- 2.13. If other drivers or passengers inquire about filing a claim against the College, they are to be directed to call CCC Risk Management at 928.226.4283

3. The authorized driver should:

- 3.1. Not comment as to who was at fault.

- 3.2. Not argue with other drivers or the police.
- 3.3. Not discuss the accident with anyone except law enforcement authorities, representatives from College Risk Management, the authorized driver's supervisor, or a representative from the authorized driver's insurance company.

5. If the authorized driver is driving a rental vehicle, the rental car agency is to be notified.

- 5.1. The necessary paperwork for the rental car agency may be completed.

#### Part 9: Other Modes of Transportation (Topic 50, Section 20, Issued 04/07/2017)

From time to time modes of transportation other than common carrier or automobile may be appropriate.

#### PROCEDURES

##### 1. Chartered, privately owned and rented aircraft.

- 1.1. Chartered, privately owned or rental aircraft expense is reimbursable provided that travel by common carrier is not feasible or an alternative mode of travel is impractical and/or more expensive.
- 1.2. The type and size of aircraft rented or chartered is to be the most economical available that can satisfactorily accomplish the College's purpose.
- 1.3. Chartered air service may only be obtained from FAA licensed commercial flight operators.
- 1.4. College Risk Management must authorize all use of privately owned or rented aircraft.
- 1.5. Reimbursement for chartered or rented aircraft is to be based upon actual expenses, which include:
  - 1.5.1. The charter/rental fee.
  - 1.5.2. Aircraft fuel.
  - 1.5.3. Landing and parking fees at temporary airport locations.
- 1.6. Reimbursement for privately owned or rented aircraft will use the aircraft mileage rate, based upon the shortest air route between the origin and destination.
- 1.7. The operator of a privately owned or rented aircraft used in connection with College business must possess:
  - 1.7.1. A current, non-suspended aviator's license for the type of aircraft being flown.
  - 1.7.2. Insurance deemed appropriate by College Risk Management.
- 1.8. The College President or delegate is required to authorize the use of a rented or chartered aircraft.

##### 2. Taxicabs and Rideshares.

- 2.1. Rideshares, such as Uber and Lyft, and taxicabs may be used for local transportation, when necessary and economical.
- 2.2. Documentation, in whatever form is available, of the cost of taxicab and rideshare fares must be provided for reimbursement to be made.

#### Part 10: Meals and Incidentals (Topic 50, Section 25, Issued 04/30/2018)

The cost of meals purchased and consumed while traveling on College business may, up to the limits approved by the JLBC, be reimbursed. The reimbursement rates are not designed to cover the entire cost of meals consumed on the road, but to cover the difference between the cost of a meal of which the

traveler might otherwise partake when not traveling for the College and the cost of a meal acquired while traveling for the College.

#### PROCEDURES

1. Reimbursement rates for meals are published by the ADOA.
2. Meals, the cost of which are less than or equal to the published limits, may be reimbursed when purchased and consumed in conjunction with official College business.
3. To be eligible for reimbursement, the meal must, except as otherwise provided, be consumed while the traveler is in travel status.
4. To be in travel status, a traveler must be more than fifty (50) miles from both the traveler's residence and his regular duty post.
5. Meals when the travel does not involve an overnight stay or a substantial period of sleep or rest are not reimbursed by the College.
6. Reimbursement for meals may not exceed the lesser of the actual amount paid for the meal and incidentals or maximum meal and incidentals reimbursement rate.
7. The meal reimbursement rate includes the cost of the meal, tax, tip and the cost of transportation between places of lodging or business and places where meals are acquired or consumed, if meals cannot be obtained within a reasonable distance from one's lodging or temporary duty post.  
Example: An employee's travel for the College involves an overnight stay. The traveler's daily meal and incidental reimbursement limitation for a given location is \$64. The traveler decides to take a cab from his hotel to a restaurant; the round-trip cab fare between the restaurant and the hotel is \$10. The result is that only \$54 of his meal and incidental rate remains after subtracting the cab fare. So, if the traveler spent \$60 for the day on meals and \$10 for cab fares to and from the restaurant, he could be reimbursed only \$64 for the day and he would be out-of-pocket for \$6  $((\$60 + \$10) - (\$64))$ .
8. Although they frequently do so, the amounts allowed for meals and incidentals are not intended to cover the entire cost of meals consumed while in travel status. The amounts, however, are more than sufficient to compensate the traveler for the estimated difference between the cost of a reasonable meal taken on the road and the cost of a meal prepared at home.
9. If the traveler does not purchase a meal or the cost of the meal is imbedded in some other cost, the traveler is not entitled to reimbursement for that meal. Situations to which this applies include, but are not limited to meals provided:
  - 9.1. At conferences that are free of cost beyond the registration fee.
  - 9.2. On airplanes and other common carries and are included in the fare.
  - 9.3. To the traveler, without charge, at a State institution.
  - 9.4. On a complimentary basis by the facility at which one is lodged.
  - 9.5. At meetings where a meal is served by those hosting the meeting.
10. Meal reimbursements and the maximum meal and incidentals reimbursement rates are not per diem allowances.

11. Reimbursement rates, rate tables by meal and location are found in SAAM 5095.
12. A single location's reimbursement rate is used for an entire day even if the employee travels to more than one location in the day.
13. For travel involving overnight stays, the following policies shall apply:
  - 13.1. On the day of original departure, the traveler shall be entitled to a reimbursement for actual amounts spent up to seventy-five percent (75%) of the Full-Day Meal Reimbursement Rate of the trip's destination location (i.e., the place at which the employee will arrive and spend the night at the end of the travel day).
  - 13.2. On the day of return, the traveler shall be entitled to a reimbursement for the actual amounts spent up to seventy-five percent (75%) of the Full-Day Meal Reimbursement Rate of the location in which the traveler last stayed the night, prior to returning to his duty post and/or home.
  - 13.3. The seventy-five percent (75%) limitation on the days of departure and return applies no matter the times of departure or arrival, the length of the travel day, or the number of meals purchased and consumed.
  - 13.4. On days other than those of return or original departure, that is to say, those days on which the traveler is in travel status for the entire day, the meal allowance is based upon the location of that day's destination.
    - 13.4.1. A traveler provided a meal on the day of departure or return at no additional cost to himself must reduce the reimbursement claimed by the amount appropriate to the meal provided. It is possible that this disqualifies the traveler from any meal reimbursement from the College.

Example: A traveler flies from Flagstaff to Chicago for a two-day—Tuesday and Wednesday--conference. He leaves for the conference on Monday and returns to Flagstaff on Thursday. Assuming the then in effect Full-Day meal and incidentals reimbursement limit for Chicago is \$64, on Monday, he will be entitled to be reimbursed up to 75% of Chicago's Full-Day meal and incidental reimbursement, or \$48.00 ( $\$64.00 \times .75 = \$48.00$ ). On Wednesday, he will be entitled to be reimbursed up to 100% of Chicago's Full-Day meal and incidental reimbursement or \$64. On Thursday, he will be entitled to up to 75% of Chicago's Full-Day meal and incidental reimbursement, or \$48.00 ( $\$64.00 \times .75 = \$48.00$ ). These amounts would be reduced by meals he was provided by others. So, if upon arrival in Chicago, the meeting's host bought him dinner, he would have to deduct \$35.00, the Chicago dinner reimbursement were \$64.00 and the dinner amount \$35.00), from the amount he would be allowed to claim. (See SAAM 5095, Paragraph 6, for Full-Day Reimbursement Rates and Rates per Meal.)

- 13.5. For travel days involving overnight stays that are neither the day of departure nor the day of return a traveler may be reimbursed up to the Full-Day Meal Reimbursement Rates for the applicable date and location, subject to the following:
  - 13.5.1. The Full-Day Reimbursement Rates are limits for actual meal expenses incurred, not a fixed per diem or allowance amount.
  - 13.5.2. A reimbursement of actual expenses up to the applicable Full-Day Reimbursement Rate may be claimed, no matter the meal or meals upon which the amounts are spent.

Example: The Full-Day Reimbursement Rate for a given location is \$59. The traveler qualifies for an entire day's reimbursement, up to \$59, whether that amount was spent on three meals, two

meals or on an expensive dinner. It must be borne in mind, however, that this is a reimbursement and the amount or amounts claimed must actually have been spent for meals by the traveler.

13.5.3. The Full-Day Reimbursement Rate shall be reduced for any meal provided at an event or otherwise paid for by some entity other than the traveler.

Example: A traveler attends a conference at which lunch is served without additional cost to the traveler in a location that has a Full-Day Reimbursement Rate of \$59. The amount of meal reimbursement the traveler may claim is up to \$44 (i.e., the \$59 full-day rate minus the \$15 of the full-day rate that is applicable to lunch).

13.6. A traveler may not claim reimbursement for more than the Full-Day Reimbursement Rate in any single calendar day or in any period of twenty-four (24) consecutive hours.

13.7. With respect to trips involving overnight travel, when the travel itself begins on one day and ends on another (e.g., the flight or the train trip begins at 11 p.m. on one day and ends at 1 a.m. the following day):

13.7.1. the original day of the departure is subject to the seventy-five percent (75%) meal reimbursement limitation. The original day of arrival, if it involves an overnight stay, qualifies for up to one-hundred percent (100%) of the meal reimbursement (reduced by any meals provided). If this day is also the day of return, it is subject to the seventy-five percent (75%) limitation.

13.7.2. On the return trip, a meal reimbursement is allowed only if one is in travel status for six (6) or more hours on the day of return (measured from the beginning of the day at the location to which the traveler returned), in which case the traveler may be reimbursed up to the amount of the Single Day Meal Reimbursement Limit.

14. For travel not involving an overnight stay:

14.1. CCC does not reimburse meals for travel not involving an overnight stay.

15. As stated, an amount representing meals provided the traveler at no cost to himself reduce the otherwise available daily meal reimbursement limits. In applying this procedure, it is necessary to determine the amount of reduction, which is related to the time of day at the location where the meal is provided.

15.1. A meal provided:

15.1.1. Between 12:01 a.m. and 10:00 a.m. in the location where provided is deemed to be breakfast and the amount allowed for breakfast for the day is to be deducted.

15.1.2. Between 10:01 a.m. and 2:00 p.m. in the location where provided is deemed to be lunch and the amount allowed for lunch for the day is to be deducted.

15.1.3. Between 2:01 p.m. and 12:00 midnight in the location where provided is deemed to be dinner and the amount allowed for dinner for the day is to be deducted.

15.2. It is possible that the sum of the allowances for individual meals provided to a traveler on certain days exceed the daily allowance is not reduced below zero dollars (0%). This situation, however, might result in no allowance for the day being available for incidentals.

16. Incidentals include such things as laundry, chamber maid tips, etc.

17. Tips paid in connection with a meal are considered as part of the cost of a meal.

18. Tips paid to a cab or shuttle driver are considered as part of the cost of the cab or shuttle.

19. Tips that exceed industry standards are not to be reimbursed.
  - 19.1.1. The industry standard for tips related to a meal served in a restaurant in the U.S. is between fifteen percent (15%) to twenty percent (20%) of the pre-tax bill.
  - 19.1.2. The industry standard for tips related to a meal served in a buffet, fast food or carry-out establishment is zero percent (0%).
  - 19.1.3. Tips paid in connection with meals provided free or as part of the registration cost (such as at conferences) are not to be reimbursed.
  
21. Policies related to meals provided at conferences and seminars are contained in SAAM 5040.
  
22. Meals satisfying special dietary needs will generally be provided by airlines, conferences, etc., if requested. It is the traveler's responsibility to make, on a timely basis, the necessary arrangements for such special needs. If the traveler's request for a meal satisfying a special dietary need is denied, in order to claim a reimbursement for an expenditure related to a meal that otherwise would have been provided without cost to the traveler, the traveler must provide a statement that details and certifies:
  - 22.1. To whom the request was made.
  - 22.2. By whom the request was denied.
  - 22.3. The reason given for the denial.
  - 22.4. The special dietary needs of the traveler that could not otherwise have been accommodated.
  
23. To determine the correct rate for meals and incidentals, follow the instructions set forth below.
  - 23.1. For travel within the continental U.S.:
    - 23.1.1. Locate SAAM 5095 "Reimbursement Rates."
    - 23.1.2. Locate the "Meals and Incidentals" column.
    - 23.1.3. If the specific city is listed in the table, use the rate applicable to the city in which the meal is taken.
    - 23.1.4. If the city is not listed but the county in which the city is located is, use the rate applicable to the county in which the meal is taken.
    - 23.1.5. If neither the city nor the county is listed, use the default rate listed at the beginning of the table.
  - 23.2. For travel outside the continental U.S.:
    - 23.2.1. Go to the GAO Website (<https://gao.az.gov/>) and select Travel Information from the Travel Menu.
    - 23.2.2. Click on the link to Current Alaska, Hawaii and Overseas Rates—Lodging and Meal Index, which will take one to the Defense Travel Management Office (DoD).
    - 23.2.3. Find the rates applicable to the appropriate location and time of year.
    - 23.2.4. To determine the allowable reimbursement rates using the DOD website, the following adjustments and computations must be made:
      - 23.2.4.1. Lodging rates, as posted on the DoD website, apply as a room rate without further modification. To these rates may be added any taxes or other charges imposed by local government jurisdictions.

23.2.4.2. To determine the reimbursement limitations to meals and incidentals in Alaska, Hawaii and out-of-country locations, add the DoD Proportional Meal Rate (not the Local Meal Rate) to the Local Incidental Rate and subtract ten dollars (\$10) from that sum.

23.2.4.3. The breakdown of partial day meals or subtractions for meals provided in Alaska, Hawaii and out-of-country locations can be done using the following percentages of the full-day limitations:  
Breakfast 20%  
Lunch 25%  
Dinner 55%

25. Reimbursement for the purchase of alcoholic beverages or the taxes or tips related to the purchase of alcoholic beverages is prohibited.

27. For meals and incidentals relating to travel periods of more than thirty (30) days, refer to the Long-term Travel Topic of SAAM. (See SAAM 5035.)

28. For conferences, conventions and meetings, refer to the Conferences, Conventions and Meetings Topic of SAAM. (See SAAM 5040.)

29. For travel matters relating to non-College employees, refer to the Non-College Employee Travel Topic of SAAM. (See SAAM 5065.)

30. For matters relating to travel advances, refer to the Travel Advances Topic of SAAM. (See SAAM 5052.)

31. A continental breakfast or similar repast served at a conference or other gathering or provided at a lodging establishment at no cost to the traveler constitutes a meal whether or not it contains protein and no reimbursement for breakfast will be allowed when such meals have been provided.

31.1. To qualify as a continental breakfast a variety of components should be served so that a meal may be assembled from those components. For example, if the range of comestibles provided includes pastries, yogurt, toast, fruit, cereal and the like, a sufficient selection of edibles is available from which a meal can be constructed.

32. A very light snack—consisting of no more than cookies, pastries, candies, coffee, tea, soft drinks, ice cream and/or similar refreshments—provided by the host of meetings or training events does not constitute a meal.

32.1. A very light snack differs from a meal in that it does not contain a sufficient variety or quantity of edibles from which a meal may be assembled. For example, if only cookies and coffee are served, there is neither the variety nor the volume of comestibles from which a meal can be constructed.

#### Part 11: Incidental and Other Travel-related Expenses (Topic 50, Section 26, Issued 12/05/16)

Ceilings exist as to the amounts that can be reimbursed for meals and incidentals. If money is spent on incidentals, this reduces the amount that may be reimbursed for meals or other incidentals on a given day. Reimbursements of other travel-related expenses do not reduce the amount that may be reimbursed for meals. This raises the question as to which expenses are incidentals covered by these ceilings and

which are not. Many of these types of expenses, moreover, are discretionary and not documented by receipts.

What follows is a list of those travel-related expenses that are incidentals, the reimbursement of which will reduce the amount available for meals, and other travel-related expenses, the reimbursement of which does not reduce the amount available for meals. For some of these items, this section of SAAM establishes limits and other conditions that pertain to certain types of incidental expenses.

A few other travel-related expenses, some of which are not to be reimbursed, are discussed.

Accommodation of travelers with special needs is covered in SAAM 5070.

Additional information concerning incidentals is provided in SAAM 5025.

## PROCEDURES

1. Incidentals, the reimbursement of which reduces the amount of reimbursement available for meals or other incidentals.

- 1.1. These types of expenses are wholly discretionary, because whether one avails himself of the related services is whole discretionary. For example, one can check one's bags at the counter, rather than at curbside. Curbside service is a convenience, but not a necessity.
  - 1.1.1. Dry cleaning.
  - 1.1.2. Laundry.
  - 1.1.3. Redcap and skycap tips.
  - 1.1.4. Hotel concierge, bellhop, housekeeper and doorman tips.
  - 1.1.5. Hotel baggage storage fees.
  - 1.1.6. Curbside baggage check-in.
  - 1.1.7. Newspapers and magazines.

2. Travel-related expenses, the reimbursement of which generally does not reduce the amount of reimbursement available for meals or other incidentals.

- 2.1. These are industry norms and are an expected component of the types of expenses to which they are related; as such. However, the reimbursement of tips is limited to the amounts and percentages indicated.
  - 2.1.1. Tips to taxicab, limousine and car service drivers. Fifteen percent (15%) of the fare to which one dollar (\$1) per bag may be added, if the driver helps with the traveler's bags. These are to be treated and accounted for as part of the fare.
  - 2.1.2. Tips to ride-hailing (aka ride-sharing, such as Uber and Lyft) drivers:
    - 2.1.2.1. If the app used to make the transport reservation supports tipping, then fifteen percent (15%) of the fare to which one dollar (\$1) per bag may be added, if the driver helps with the traveler's bags. These are to be treated and accounted for as part of the fare.
    - 2.1.2.2. If the app used to make the transport reservation does not support tipping, then up to one dollar (\$1) may be added for each bag with which the driver helps the traveler bag. These are to be treated and accounted for as part of the fare.
  - 2.1.3. Tips to shuttle drivers. Limited to baggage handling. Two dollars (\$2) for the first bag and one dollar (\$1) for each additional bag handled by the driver (a bag that is both loaded and offloaded as part of a single trip counts as one (1) bag, not two (2) bags). These are to be treated and accounted for as part of the fare.
  - 2.1.4. In locations outside of the United States, travelers and agency management should research the country in which travel is being conducted to determine whether tipping is customary and expected. If it is determined that a tip is to be

paid with respect to local transportation in a foreign county, the tip is to be treated for accounting purposes as part of the fare. Documentation relating to the determination should be attached to the travel claim.

- 2.1.5. Airline baggage fees. These are imposed by the airlines and are considered part of the airfare. Traveler reimbursement is limited to the charges related to the number of pieces of luggage discussed on SAAM 5010.

3. Expenses which, though incurred while traveling, are not to be reimbursed.

- 3.1. These types of expenses are wholly discretionary and/or entirely personal in nature and do not qualify for reimbursement. This is a partial list; more of these types of expenses are discussed, possibly in greater depth, in SAAM 5070.
  - 3.1.1. Personal grooming (hair dressers, barbers, manicurists, masseurs, lavatory attendants, etc.).
  - 3.1.2. Toiletries of any kind (deodorants, toothpaste, soap, toothbrushes, combs, etc.).
  - 3.1.3. Health club, spa, gym, swimming pool fees, green fees, etc.
  - 3.1.4. Passport and visa fees.
  - 3.1.5. Airline and other travel clubs.
  - 3.1.6. Flight or travel insurance.
  - 3.1.7. Traffic citations or parking tickets.
  - 3.1.8. Child care, babysitting, pet sitting and kennel charges.
  - 3.1.9. Special seating assignments or other special accommodations on common carriers (unless a medical or physical necessity).

4. Tips for meals, the reimbursement of which reduces the amount available for other meals and/or incidentals.

- 4.1. Meal-related tips are industry norms and are an expected component of meals that are not purchased in a grocery store, self-serve buffet, or fast food establishment.
  - 4.1.1. A tip related to a meal is considered integral to and is accounted for as part of the meal to which it pertains.
  - 4.1.2. The reimbursement of a meal-related tip is, as is stated in SAAM 5025, limited to between fifteen percent (15%) and twenty percent (20%) of the pre-tax bill.

#### Part 12: Hotels, Motels, and Lodging (Topic 50, Section 30, Issued 11/27/2017)

The cost of lodging incurred while traveling on College business may, up the limits approved by the JLBC, be reimbursed. The reimbursement rates are designed to provide suitable and safe, but not luxurious, accommodations for College travelers.

#### PROCEDURES

1. Reimbursement rates for lodging are published by the ADOA.
2. Lodging, the total cost of which is less than or equal to the published limits applicable to the destination, may be reimbursed or paid by the College when purchased in conjunction with official College business.
3. To be eligible for reimbursement, the lodging must be for a traveler in travel status.
4. To be in travel status, a traveler must be more than fifty (50) miles from both the traveler's residence and his regular duty post.

5. Reimbursement or payment for lodging may not exceed the lesser of the actual amount paid for the lodging or maximum applicable lodging reimbursement rate contained in the Travel Reimbursement Tables. (See SAAM 5095.)

6. The published lodging reimbursement rates are known as “rack rates,” which is to say, the room rate before taxes and other charges.

7. The following may always be added to the published reimbursement rates to determine the total amount of a lodging reimbursement:

- 7.1. Taxes imposed by any authority with jurisdiction, such as state and local sales taxes, hospitality taxes, etc.
- 7.2. Non-discretionary, non-elective unavoidable charges or surcharges the lodging establishment may impose for utilities, linens, etc.

Example:

Rack Rate	\$95	Limit as shown in SAAM 5095
Actual Room Charge	\$90	Hotel Imposed
Tax	\$10	Governmentally Imposed
Utility Fee	\$ 5	Governmentally Imposed
Total Hotel Charge	\$105	Total Reimbursable Amount

8. The following may never be reimbursed:

- 8.1. Mini-bar charges for alcoholic beverages.
- 8.2. Movies.

9. The following may sometimes be reimbursed, subject to the provisions and limitations outlined below:

- 9.1. Health club charges, if approved in advance by the Business Office. The request for approval must be accompanied by a letter, signed by the traveler’s physician and on the physician’s letterhead, that identifies the specific medical condition that necessitates the use of a such a facility, the regimen to be followed by the traveler, the frequency with which the regimen must be followed, and any alternatives to the regimen that might be substituted. The traveler may, at his discretion, elect not to provide such a letter, but then cannot be reimbursed for health club charges. Approval will not be given for reasons of maintaining general health or fitness.
- 9.2. Hotel Internet, Wi-Fi or hot spot connections, if it can be demonstrated and documented that the Internet needed to be used and was indeed used for College business. Travelers are encouraged to request the secure hot spot connection from College IT prior to travelling if there is a need to conduct College business while in travel status.
- 9.3. Hotel telephone charges, if it can be demonstrated and documented that the hotel telephone needed to be used and was used for College business and that the charges for which reimbursement is sought were for College business. (For example, a phone call back to the office would be reimbursable, but a phone call home would not.)
- 9.4. Hotel parking:
  - 9.4.1. If the trip involves the authorized use of an automobile to conduct College business, hotel parking charges may be reimbursed. In such cases, the parking charges are not added to the rack rate to determine whether the lodging falls within the College’s reimbursement limit.

Example when trip involves the authorized use of automobile to conduct College business:

Rack Rate		\$100	Limit as shown in SAAM 5095
Actual Room Charge		\$ 95	Hotel Imposed
Tax		\$ 10	Governmentally Imposed
Parking	\$ 15		Hotel Imposed
Total Hotel Charges		\$120	Total Reimbursable Amount

9.4.2. If the trip does not involve the authorized use of an automobile to conduct College business, but the hotel charges for parking as a part of all stays, the amount of the parking charges is added to the rack rate to determine whether the lodging falls with the College’s reimbursement limit.

Example when trip does not involve the authorized use of automobile to conduct College business:

Rack Rate		\$100	Limit as shown in SAAM 5095
Actual Room Charge		\$ 95	Hotel Imposed
Tax		\$ 10	Governmentally Imposed
Parking	\$ 15		Hotel Imposed
Total Hotel Charges		\$120	EXCEEDS REIMBURSEMENT LIMIT!

In this case the parking of \$15 is added to the room charge of \$95 for an adjusted room charge of \$110, which exceeds the reimbursement limit.

9.5. Health club charges, if hotel health club charges are non-discretionary and always charged by the establishment. However, such charges, when added to the rack rate, may increase the daily hotel charge above the reimbursement rate.

9.6. Resort fees, if hotel resort fees are non-discretionary and always charged by the establishment. However, such charges, when added to the rack rate, may increase the daily hotel charge above the reimbursement rate

Example:

Rack Rate		\$100	Limit as shown in SAAM 5095
Actual Room Charge		\$ 95	Hotel Imposed
Tax		\$ 10	Governmentally Imposed
Resort Fee		\$ 20	Hotel Imposed
Total Hotel Charges		\$125	EXCEEDS REIMBURSEMENT LIMIT!

In this case the resort fee of \$20 is added to the room charge of \$95 for an adjusted room charge of \$115, which exceeds the reimbursement limit.

9.7. Charges relating to a hotel mini-bar for non-alcoholic beverages, snacks and other foodstuffs, when these constitute a traveler’s meal. These purchases, however, are subject to the limitations for meals and incidentals. (Since these purchases are generally fairly expensive, not much nutrition is available to the traveler for the price paid and the traveler might be well advised to seek other alternatives.)

9.8. Room service charges for non-alcoholic beverages and other foodstuffs, when these constitute a traveler’s meal. These purchases, however, are subject to the limitations for meals and incidentals. (Since these purchases are generally fairly expensive, not much

nutrition is available to the traveler for the price paid and the traveler might be well advised to seek other alternatives.)

10. To be reimbursed for lodging:

- 10.1. Lodging must be at a commercial establishment, and;
- 10.2. An itemized bill/invoice/statement/receipt from a commercial lodging establishment must be provided.

11. When lodging is arranged at a commercial establishment, the lowest available rate (governmental, commercial, corporate, group, event, etc.) should be sought.

12. Lodging may be shared:

- 12.1. At the option of College. Agency management, however, may include the cost of lodging in making a determination as to which employees are to travel on College business.
- 12.2. At the option of College administration. This is true only when the travelers involved are of the same sex.

13. When lodging is shared, reimbursement per person should not exceed the amount that would have been allowed had the lodgers not shared accommodations, i.e., the single room rate. Below are the three accepted methods for requesting reimbursement when lodging is shared by College travelers:

- 13.1. Each traveler should obtain a separate original lodging receipt for his portion of the lodging cost. The total of the separate lodging receipts cannot exceed the total lodging cost. When a room is to be shared, the travelers should request separate receipts in advance (when they register or check in) from the lodging establishment.
- 13.2. At the discretion of the travelers or if the lodging establishment cannot or will not provide separate original lodging receipts, one traveler may submit the original lodging receipt and the other traveler(s) may submit photocopies. However, each receipt (both the original and the photocopies) must be marked "Shared Lodging" and must include the names of all travelers sharing the room.

14. When College -reimbursed lodging is shared with a family member, unless the family member is also on College business, the amount of reimbursement shall not exceed the amount that would have been allowed had the traveler been lodging alone, i.e., the total single room rate.

15. To determine the correct rate for lodging, follow the instructions set forth below.

- 15.1. For travel within the continental U.S.:
  - 15.1.1. Locate the topic of SAAM entitled "Travel Reimbursement Tables."
  - 15.1.2. Locate the "Lodging" column.
  - 15.1.3. If the specific city is listed in the table, use the rate applicable to the city in which lodging occurs.
  - 15.1.4. If the city is not listed but the county is which the city is located is, use the rate applicable to the county in which the lodging occurs.
  - 15.1.5. If neither the city nor the county is listed, use the default rate listed at the beginning of the table.
- 15.2. For travel outside the continental U.S.:
  - 15.2.1. Go to the GAO Website (<https://gao.az.gov/>) and click on the Travel Info link.
  - 15.2.2. Click on the link to "Out-of-Country/Alaska, Hawaii—Lodging and Meal Index," this will take one to a Department of Defense website.

- 15.2.3. Under Outside CONUS, Non-foreign Overseas, and Foreign, select the appropriate Country/State from the drop-down menu. The rate that applies to (i.e., limits the amount of reimbursement for) both meals and incidentals for -Arizona travelers is the amount shown in the Maximum Lodging column.

16. For lodging relating to travel periods of more than thirty (30) days, refer to the Long-term Travel Topic of SAAM.

17. For conferences, conventions and meetings, refer SAAM 5040.

18. For travel matters relating to non-State employees, refer to SAAM 5065.

20. Responsibility for payment of cancellation charges with respect to hotel charges depends upon circumstances. If the cancellation results from:

- 20.1. The agency's decision to postpone or cancel a hotel reservation, the cost of the cancellation is to be borne by the agency.
- 20.2. The traveler's decision to postpone or cancel a hotel reservation because of:
  - 20.2.1. Serious unpredictable and unavoidable personal reasons (e.g., death in the family, sudden serious illness, significant fire or storm damage to one's home), the cost of the cancellation may, if determined appropriate by the agency head, be borne by the agency.
  - 20.2.2. The traveler's error, mere convenience, or personal reasons that are not serious, unpredictable and unavoidable, the cost is to be borne by the traveler.

21. While such things as maid service tips and baggage storage at hotels are reimbursable, they are incidentals and, as such, are paid from the daily meals and incidentals reimbursement limits (thus reducing the amount available for meals).

#### Part 13: Long-term Subsistence (Topic 50, Section 35, Issued 05/01/15)

Travel in excess of 30 days is not permitted by the College.

#### Part 14: Conferences, Conventions, and Meetings (Topic 50, Section 40, Issued 04/09/18)

Conferences, conventions and meetings frequently involve travel and travel related issues such as meals and lodging and are, hence, included in the Travel Topic of SAAM.

### PROCEDURES

#### 1. General guidelines for conferences, conventions, training sessions and meetings.

- 1.1. Attendance at these events should be arranged to minimize the cost of travel, meals and lodging.
- 1.2. Participation in such events should be limited to the fewest number of College and non-College personnel needed to effectively accomplish the College's objectives.
- 1.3. In the case of training, if a large number of personnel are to be trained, an agency should investigate whether it would be more economical and effective to bring the trainer to the students rather than sending the students to the trainer.
- 1.4. No reimbursement shall be made for recreational or social activities that may be offered in connection with a conference.

- 1.5. For all meetings, conferences, conventions, and training, other alternatives less costly than travel should be considered. These alternatives include, but are not limited to, webinars, audio conferences, teleconferencing, etc.

2. Non-College (which is to say, those events not hosted by the College) conferences, conventions and meetings.

- 2.1. Lodging reimbursements related to these events may not exceed the least expensive single room rate published in the conference brochure (or other official publication of the event, such as its website or solicitation correspondence) for the conference designated lodging; this may not necessarily be the host hotel.
  - 2.1.1. At times, other rates, such as government rates, that are lower than the published conference rate, may be available. Those arranging travel related to conferences should always inquire as to the availability of lower rates.
  - 2.1.2. Frequently, accommodations at a lower cost but on a par with the hotels listed in the conference brochure are conveniently located within reasonable walking distance of the event; those making arrangements should investigate such opportunities to reduce cost.
  - 2.1.3. Non-College personnel, such as contractors, if sent to a conference in connection with College business are, if attendance and travel-related expenses will be paid by the College (no matter the funding source, e.g., a Federal or private grant or award), subject to the same limitations as apply to College employees.
- 2.2. Reimbursements of meal costs in excess of the regular maximum applicable individual meal rate may be allowed when all of the following are true:
  - 2.2.1. The charge for the meal is not included in the conference fee, and
  - 2.2.2. The meal features a speaker, formal panel discussion or other activity integral to the purpose of the conference, and
  - 2.2.3. The activity takes place and the meal is served on the premises at which the conference is held, and
  - 2.2.4. The cost of the meal that accompanies the presentation or activity is fifty dollars (\$50) or less.
    - 2.2.4.1. To reimburse a cost of more than fifty dollars (\$50), the agency must communicate a request for exception to the Business Office. This request must provide complete details of the activity, the amount to be reimbursed and the benefit to the College derived from the claimant's attendance or participation.

3. College (which is to say, those events hosted by the College) conferences, conventions and meetings.

- 3.1. Departments that sponsor conferences that include conference-designated lodging should arrange the affairs so that the conference lodging rate does not exceed the maximum lodging reimbursement rate for the conference's location.
- 3.2. Departments should, if possible and practical, host events using College-owned facilities.
- 3.3. Departments should generally not provide meals at the College's expense unless by so doing the College's business can be conducted more economically than would otherwise be the case.
  - 3.3.1. A Public Benefit Form must be approved in advance and retained that clearly demonstrates and substantiates a public purpose for the benefit of the College.
  - 3.3.2. When the provision of meals can be justified, the cost of a meal should not exceed the regular maximum applicable individual meal rate. Every effort should be

made to provide the meals as economically as possible (e.g., submarine sandwiches or pizza instead of more formal three course meals).

Part 15: Travel Requests and Authorizations (Topic 50, Section 45, Issued 07/25/16)

Travel requests are required in advance of travel, and provide authorization for College employees to expend College resources for travel purposes.

PROCEDURES

1. College employees will have a fully approved travel request before incurring any travel charges. A fully approved travel request is defined as a request that has been signed by the employee, the employee's immediate supervisor, the budget manager(s) approving the travel, and has been assigned a travel request number from the Business Office.
  
2. If travel expenses are incurred prior to the fully approved travel request authorizing travel is completed, the employee may be liable for these expenses.

Part 16: Travel Advances (Topic 50, Section 52, Issued 05/01/15)

In general, the issuance of travel advances should be avoided and, under certain circumstances, may not be issued.

PROCEDURES

1. Travel advances may not be made to employees who have:
  - 1.1. Been issued a College purchasing card
  
3. Travel advances will be considered only when the traveler is anticipated to be in travel status for three (3) or more consecutive days.
  
4. The amount of an advance, if approved, is limited to the sum of eighty percent (80%) of estimated lodging and meals.

Part 17: Travel Claims (Topic 50, Section 55, Issued 04/30/18)

Following the policies outlined below will help to assure that claims for travel reimbursements are paid quickly and correctly.

PROCEDURES

1. To be considered filed on a timely basis, all travel claims must be filed with the Business Office by the traveler within one (1) calendar month of the completion of the trip to which they pertain.

Examples: If a trip was completed on February 15, the travel claim must be submitted to the Business Office by March 15. If a trip was completed on May 20, the travel claim must be filed submitted to the Business Office by June 20. While calendar months are of varying durations (28, 29, 30 or 31 days), they have the advantage of not requiring calculation on the part of the traveler.

  - 1.1. Travel claims that are not filed on a timely basis are delinquent.
  - 1.2. If any reimbursements requested on a single travel claim is delinquent, then the entire claim is delinquent.
  
2. A delinquently filed employee travel claim may not be processed in the normal course of business; refer to SAAM 5056 for processing delinquently filed travel claims.

3. for travel claims, other than those for long-term travel and long-term subsistence:
  - 3.1. To meet these requirements, it is highly recommended that travel claims be filed by the traveler within five (5) business days after the return from travel and no less frequently than once each pay period.
  - 3.2. In all cases, travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
4. Travel claims involving long-term travel and/or long-term subsistence must be filed the earliest of:
  - 4.1. One (1) calendar month of returning from travel, or
  - 4.2. One (1) calendar month of the end of each uninterrupted period of three (3) consecutive months of long-term travel and/or long-term subsistence, or
  - 4.3. In all cases, if practicable, travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
5. All travel claims are to be submitted in U.S. dollars.
  - 5.1. If foreign currency conversion is required, use the actual exchange rate for each transaction or the average exchange rate for the period during which the travel expenses were incurred.
  - 5.2. To calculate the average exchange rate, add the currency conversion rate for each day of the travel period and divide the total by the number of days in the travel period.
  - 5.3. To obtain conversion rates, use the currency converter found on the GAO website at <https://gao.az.gov/travel/welcome-gao-travel> or other appropriate source (such as the Wall Street Journal).
6. Substantiation, as set forth below, of travel expenses claimed is required.
  - 6.1. Travel information including:
    - 6.1.1. Date(s) of travel, including departure time(s) from the traveler's duty post(s) or residence and arrival time(s) at the traveler's destination(s);
    - 6.1.2. Origin(s) and destination(s) of the trip;
    - 6.1.3. The route(s) taken (a route listing from an Internet mapping service showing mileage and route may be attached to the claim);
    - 6.1.4. Purpose of the travel or the benefit to the College derived from the travel;
    - 6.1.5. Amount of each travel expenditure, listed by date and location;
    - 6.1.6. Daily computation of business mileage, if travel involves the operation of a POV on College business;
    - 6.1.7. If applicable, amounts prepaid or centrally billed travel expenses (attach documentation to claim).
  - 6.2. Receipts, in any format or physical form permitted by SAAM 0020, for the following types of expenses must be received and retained by the agency:
    - 6.2.1. All common carrier expenses, including:
      - 6.2.1.1. Airfare.
      - 6.2.1.2. Interstate/intercity trains (when provided).
      - 6.2.1.3. Interstate/intercity busses (when provided).
    - 6.2.2. All lodging expenses; itemized receipt(s) required.
    - 6.2.3. All car rental expenses; itemized receipt(s) required.
    - 6.2.4. All chartered and rented aircraft expenses, including:
      - 6.2.4.1. Rental.
      - 6.2.4.2. Fuel.

- 6.2.4.3. Landing, aircraft parking, and other airport fees.
- 6.2.5. Motor vehicle parking expenses (when such receipts are provided).
- 6.2.6. All bridge and toll road charges.
- 6.2.7. All communication expenses.
- 6.2.8. All other expenses which individually cost seventy-five dollars (\$75) or more, including any applicable taxes.
  - 6.2.8.1. In the case of local transportation, while receipts are not required, the traveler may elect to provide them.
  - 6.2.8.2. For local transportation costs in excess of seventy-five dollars (\$75) for a given trip, in lieu of a receipt, agency management may require a detailed, written itinerary and an explanation from the traveler justifying the expenses for which reimbursement is sought. For this purpose, local transportation costs for a trip include all of the fares incurred between the departure from until the return to one's duty post or home.
- 6.3. If applicable, conference or meeting brochures that provide itemized listings of registration fees and other charges as well as whether meals are provided.
- 6.4. Electronic receipts are acceptable provided that the detail contained within the document is equivalent to the level of detail contained in an acceptable paper record.
- 6.5. If transportation, lodging, conference, or meeting expenses are prepaid by the agency, for additional reimbursements the traveler will be required to submit an airline (or other common carrier) ticket or receipt, lodging bill, and conference or meeting brochure with any claim submitted.

7. If the period of travel for which reimbursement is to be claimed covers two (2) different fiscal years, two (2) separate travel claims must be prepared and filed—the first covering all of the expenses incurred through June 30 and the second for all expenses incurred after June 30. This is true even if the charges appear on a single bill, such as one might receive from a hotel.

8. Those who approve travel claims should collectively be able to assert that:

- 8.1. The travel was for a valid public purpose, and
- 8.2. Sufficient spending authority exists and existed to pay for the travel, and
- 8.3. Adequate cash is available to pay the claim, and
- 8.4. Appropriate documentation exists to support the claim.

9. Employee failure to file timely claims may result in the loss of reimbursement to the employee for qualified expenses. Expenses cannot be reimbursed from a prior fiscal year in a subsequent fiscal year, once the expenditure cutoff deadline has passed.

**Part 18: Untimely Filed Employee Travel Claims (Topic 50, Section 56, Issued 06/19/15)**

The timely filing of travel claims is in the best interest of the College since it supports, promotes, enables, enhances or results in:

- Reasonable internal control over travel and the authorization and verification thereof.
- Timely and accurate accounting for the College's expenditures and obligations.
- Better budgeting and planning, since the payment of costs is closer to the time when such costs were incurred.
- Decreased costs related to the processing of such claims by, among other things, reducing the need for preparing, reviewing and responding to requests for exceptions to policy.
- Faster reimbursement of employees.

- Less risk of loss of documentation and a reduction of the costs associated with finding, recovering or replacing lost documentation.
- Rapid receipt of grant proceeds.
- Properly timed reporting of grant expenditures.
- Reducing College travel related costs by allowing it to more frequently evaluate employees' travel habits and how their needs and the needs of the College may be better served.

Those portions establishing the criteria to determine the timeliness of the filing of a travel claim duplicate other Sections of SAAM.

Because the timely filing of travel claims is important, special policies and procedures apply to travel claims that are not timely filed. It is recognized that the processing of delinquent filed employee travel claims, as outlined below, imposes an administrative burden on all involved.

#### PROCEDURES

1. All travel claims, including those for long-term travel and long-term subsistence, are to be filed by the traveler in accordance with the requirements outlined in SAAM 5055.

2. College administrators are to establish processes that reduce or eliminate the frequency of delinquent filed travel claims. The reduction of delinquent filed travel claims may involve:

- 2.1. Making the timely filing of travel claims an element of employees' periodic evaluations and reviews.
- 2.2. Streamlining travel claim approval paths to achieve greater efficiency while retaining reasonable controls over expenditures. This may be accomplished by removing from an approval path those through whom travel claims are routed for information purposes only. Someone who is not cannot reject a travel claim needs not be on the approval path and can be notified about the claim by other means.
  - 2.2.1. In general, those who can reject a travel claim are those with knowledge about why the travel was approved and was necessary and can attest to one or more of the following:
    - 2.2.1.1. That the travel was for a valid public purpose, and
    - 2.2.1.2. That sufficient spending authority exists and existed to pay for the travel, and
    - 2.2.1.3. That adequate cash is available to pay the claim, and
    - 2.2.1.4. That appropriate documentation exists to support the claim.
- 2.3. Emphasizing to supervisors and managers the importance of the timeliness in filing travel claims and making the compliance of the staff they supervise or manage a matter for discussion during periodic reviews and evaluations.

#### Part 19: Travel Time and Compensation (Topic 50, Section 60, Issued 07/01/15)

The issue of whether an employee must be compensated for travel is complex and depends upon circumstances. There are four basic categories of employee travel: commuting (also known as portal-to-portal travel); travel between worksites; travel on special, one-day assignments; and, overnight travel.

Given the fact that travel for the College should be conducted economically and efficiently, whether an employee is exempt or not exempt from overtime under FLSA and whether or not travel hours are or are not working hours are among the factors to be taken into account when agencies are planning travel, or assigning duties to travelers, or scheduling participation at conferences, etc.

Although several paragraphs below reference reimbursement of travel or transportation expenses, the primary focus of this policy is whether the time an employee spends traveling is compensable.

Those sections below that deal with employees' entitlement to compensation apply to employees that are not exempt from overtime under the Fair Labor Standards Act (FLSA).

#### PROCEDURES

1. An employee is in a position designated to be exempt from the FLSA, while possibly qualifying for a reimbursement of travel or transportation expenses, receives no additional compensation related to travel time.

2. Commuting consists of an employee's normal home-to-work and work-to-home travel typically at the beginning and end of a single work day. Commuting also encompasses the travel between home and the workplace for meals or other personal business.

- 2.1. No working time is counted and no compensation is paid for commuting. This is true even when a College -owned vehicle is used to commute.
- 2.2. No expense reimbursement is allowed for commuting.

3. When an employee is required to travel between multiple worksites in a single day:

- 3.1. Working time is generally counted and compensation paid for travel from one duty post to another within a single day.

4. When an employee's duty post is his home:

- 4.1. Round trips to and from a College facility are counted as and compensation paid for working time when such travel occurs during an employee's normally scheduled working hours. Travel before or after normally scheduled working hours are neither counted nor compensated as working time.
- 4.2. The travel or transportation cost of one round trip daily to and from a College facility is not reimbursed unless the one-way distance between one's home and the aforementioned College facility exceeds fifty (50) miles, in which case mileage in excess of fifty (50) miles in each direction may be reimbursed.

5. When an employee has an infrequent, special, one-day assignment (i.e., an assignment that does not occur at a given location more than once each calendar month), not part of one's daily working duties (such as participation in a training event):

- 5.1. Round trips to and from the location of special, one-day assignments are counted as and compensation paid for working time when such travel occurs during an employee's normally scheduled working hours. Travel before or after normally scheduled working hours is neither counted nor compensated as working time.
- 5.2. The travel or transportation cost of one round trip daily to and from the location of a special assignment is not reimbursed unless the one-way distance between one's home and the location of the one-day assignment exceeds fifty (50) miles, in which case mileage in excess of fifty (50) miles in each direction may be reimbursed.

6. When an employee has multiple duty posts or no fixed duty post, the employee's mileage and travel time between his home and initial destination and between his final destination and his home each day are considered commuting and:

- 6.1. The commuting employee's travel time is not counted as working time and compensation is not paid with respect to travel time.
- 6.2. The travel or transportation cost of the trip from the employee's home to the duty post and from the duty post to the home is not reimbursed unless the one-way distance

between one's home and the duty post exceeds fifty (50) miles, in which case mileage in excess of fifty (50) miles in each direction may be reimbursed.

7. Whenever travel keeps an employee away from his home community overnight:

- 7.1. All the time an employee spends traveling for the College during his normally scheduled working hours must be compensated, even when the travel occurs on weekends or holidays.
- 7.2. An employee is not compensated for travel that falls outside of his normally scheduled working hours, except when the employee is required to drive.
- 7.3. An employee who is required to drive on College business must be compensated for the time he drives, whether such time falls outside or within his normally scheduled working hours.
- 7.4. An employee who is required to perform work for the College, even when a passenger, must be compensated for the time spent working. Such situations might involve observation or reconnaissance activities. Time spent discretionarily performing work while a passenger en route to a destination, which can be performed independently of travel, is not considered working time.

Part 20: Commuting (Topic 50, Section 61, Issued 01/30/17)

Whether travel is or is not commuting affects whether the cost of travel may be reimbursed and if, in the case of employees not exempt from overtime under the Fair Labor Standards Act, the travel time constitutes working hours.

See SAAM Sections 5015 and 5060 for related information.

PROCEDURES

1. Commuting consists of an employee's home-to-work and work-to-home travel at the beginning and end of work days.

- 1.1. No working time is credited and no compensation paid for commuting. This is true even when a College-owned vehicle is used to commute.
- 1.2. No expense reimbursement is allowed for commuting.

2. With respect to travel between multiple worksites on a single day:

- 2.1. Working time is generally counted and compensation paid for travel from one duty post to another within a single day.

3. When an employee has an infrequent special assignment (i.e., an assignment that does not occur at a given location more than once each calendar month), not part of one's daily working duties (such as participation in a training event):

- 3.1. Round trips to and from the location of special assignments are counted as and compensation paid for working time when such travel occurs during an employee's normally scheduled working hours.
  - 3.1.1. Generally, travel before or after normally scheduled working hours is counted and compensated as time worked to the extent that such time exceeds normal working hours plus normal commuting time (less any time taken for meals). In other words, normal commuting time and any time taken for meals is to be deducted from total time in determining the time for which compensation may be due.

Example: An employee's normally scheduled working hours are from 8:00 a.m. until 5:00 p.m., with an hour taken for lunch time. The employee's normal commute between home and office is

a half-hour in either direction, i.e., he leaves home for the office at 7:30 a.m. and returns to his home at 5:30 p.m. He is scheduled to attend a one-day class (which has a one-hour lunch break). The venue for the class is further from his home than is his office. To arrive at his class on time, he must leave his home at 7:00 a.m. (a half hour before normal) and leaving class, he will not arrive home until 6:00 p.m. (a half hour later than normal). His work day for the day at class is nine (9) hours long, from 7:00 a.m. until 6:00 p.m., less the one-hour lunch break, less the one-hour (half-hour in either direction) of commuting time he would have experienced going to work rather than class.

	<u>Normal Schedule</u>	<u>Day of Travel</u>
Begin Time	7:30 am	7:00 am
End Time	5:30 pm	6:00 pm
Total Hours	10	11
Less:		
Lunch	1	1
Normal Commute Time*	1	1   *.5 hours x 2
Compensated Hours	8	9

- 3.1.2. Managers and supervisors, to manage personnel schedules effectively, need to be aware of how these provisions might affect compensation and overtime.
- 3.2. While possibly counting as working time, the travel or transportation cost of one round trip daily between one's home and from the location of a special assignment, using a POV, is not reimbursed except to the extent it exceeds one's normal commute.

4. When an employee has multiple duty posts or no fixed duty post: the employee's mileage and travel time between his home and initial destination and between his final destination and his home each day are considered commuting and:

- 4.1. The commuting employee's travel time is not counted as working time and compensation is not paid with respect to travel time.
- 4.2. The travel or transportation cost of the trip from the employee's home to the duty post and from the duty post to the home is not reimbursed unless the one-way distance between one's home and the duty post exceeds twenty-five (25) miles, in which case mileage in excess of twenty-five (25) miles in each direction may be reimbursed.

Part 21: Vendor and Other Non-Employee Travel (Topic 50, Section 65, Issued 05/01/15)

It is infrequent that the College finds itself in a position of paying the travel related expenses of its vendors and other non-employees. This section of SAAM establishes the policies and procedures for making such payments.

PROCEDURES

- 1. Agreements between College agencies and vendors and other non-employees of any description or legal form, including intergovernmental agreements, should clearly stipulate and limit the types of travel that may be reimbursed and the reimbursement rates that shall apply.
- 2. To provide equity among payees and to control costs, agencies are strongly encouraged to use College Travel Policy, including its restrictions and reimbursement rates, whenever practicable.

3. Absent written agreement to the contrary, College Travel Policy, its restrictions and reimbursement rates are to be used in reimbursing vendors and other nonemployees for travel costs incurred by them when conducting College business.

- 3.1. If State travel rates for a contracted vendor or other non-employee prove to be unattainable, Federal rates for mileage, meals and lodging may be incorporated into the contract and the vendor or other non-employee may be reimbursed up to such rates.
- 3.2. Any contract or agreement that would involve reimbursing a vendor or other nonemployee for meals, lodging or mileage at rates higher than those promulgated by the U.S. General Services Administration must be submitted to the Business Office for approval.

5. All reimbursements related to travel shall be for a valid public purpose and limited to available spending authority and cash.

6. The benefit to the public must demonstrably outweigh the cost associated with travel reimbursements.

7. Travel costs paid to vendors and other non-employees must always be paid on a reimbursement basis:

- 7.1. Public monies are not to be advanced to vendors or other non-employees for travel.
- 7.2. Only the actual costs, in the case of meals, lodging and common carrier fares, may be reimbursed.
- 7.3. Vendors or other non-employees may be reimbursed for mileage at the published State reimbursement rates.

8. Travel costs paid to vendors or other non-employees must always be supported by appropriate documentation.

9. The IRS does not require that travel reimbursements paid to independent contractors or other non-employees be reported on Forms 1099 if the expenses are substantiated and paid in accordance with College policy.

- 9.1. Original documentation substantiating the unreported travel reimbursements to vendors or other non-employees must be collected and retained by the paying agency.
- 9.2. The practice of not reporting the payment of vendor or other non-employee travel reimbursements should, though legal, to the extent practicable, be avoided as it imposes additional recordkeeping requirements and the costs associated with that recordkeeping upon the paying agency.

12. College administration is responsible for assuring that all travel reimbursements result from approved, official College business.

#### Part 22: Special Travel Circumstances and Issues (Topic 50, Section 70, Issued 03/07/16)

This section SAAM establishes policies and procedures for travel-related matters that are infrequently encountered.

#### PROCEDURES

2. College administration may authorize a traveler to extend the duration of domestic travel to reduce overall travel costs.

- 2.1. Additional expenses (lodging, meals, car rental, etc.) associated with an additional day's stay may be reimbursed when the reduction of airfare cost related to extending the stay is so reduced that the savings exceed the additional expenses.
  - 2.2. Proper documentation to substantiate the savings must be retained.
3. College administration may authorize a traveler to combine business and personal travel.
- 3.1. Only expenses incurred on the days the traveler is doing College business will be reimbursed.
  - 3.2. If personal travel occurs during time normally scheduled for work, the traveler must charge the time to annual leave.
  - 3.3. If transportation costs are increased due to a lengthened trip, the traveler is responsible for the increase. To determine the amount of reimbursement:
    - 3.3.1. Determine what the cost of the business portion of the fare, independent of the personal portion, would have been.
    - 3.3.2. The cost of the business portion of the fare is the lowest fare that would have been or would be available for the business portion of the trip if the business travel were booked at least two weeks in advance of departure and neither the departure nor the return were to fall on a holiday weekend.
4. Expenses paid by a third party for an employee traveling for the College
- 4.2. If a third-party is paying the travel expenses directly to the providers of travel services (e.g., purchases airline tickets, books and pays a hotel bill, etc.) on behalf of an employee traveling on College business, the nature and cost of such services should be reasonable under the circumstances and not plausibly to be judged excessive or constituting what might be interpreted as a conflict of interest considered in the light of past, present or future business decisions involving the paying third party.
  - 4.3. With certain exceptions, such as local transportation or meals, an employee traveling on College business should arrange matters in a way that the third party pays travel expenses either to the College or directly to travel service providers. Reimbursements paid directly to College employees for meals or local transportation shall be limited to those amounts, consistent with College Travel Policy that would otherwise be reimbursed by the College to the employee.
  - 5.2. Reimbursements of transportation expenses for an unplanned emergency visit home while in extended travel status require the approval of the Business Office.
    - 5.2.1. The request for reimbursement must be made within thirty (30) days after the completion of the visit or the termination of extended travel status, whichever comes first.
    - 5.2.2. Emergency visits for which the reimbursement of transportation expenses will be considered, though not necessarily approved, include such events and circumstances as the death or hospitalization of an immediate family member, natural and manmade disasters affecting the residence, etc.
    - 5.2.3. Suitable documentation of the emergency event or circumstance must be provided.
    - 5.2.4. If the travel related to an emergency visit home occurs during time normally scheduled for work, the traveler must charge the time, as appropriate, to annual leave, sick leave, bereavement leave, or family sick leave.
  - 5.3. Meals consumed at or within fifty (50) miles of the traveler's home, temporary or regular duty post are not to be reimbursed.

6. Travel by indirect routes or interrupted travel itineraries.

- 6.1. Indirect or interrupted travel while traveling for the College requires advance agency approval.
- 6.2. Any additional expenses are the responsibility of the traveler. If these expenses involve fares that would normally be prepaid by the agency using the corporate travel card, the employee must first pay for the fares and subsequently be reimbursed by the agency.
- 6.3. Time at home, if occurring during normally scheduled work, must be charged to annual leave.

7. The College may approve expenses deemed necessary to provide reasonable accommodation to an employee with a special need.

- 7.1. A special need is a physical condition, disability or characteristic.
  - 7.1.1. The term special need includes substantially atypical height and weight.
  - 7.1.2. A special need must be:
    - 7.1.2.1. Either, clearly visible and discernible;
    - 7.1.2.2. Or,
      - 7.1.2.2.1. Substantiated in writing by competent medical authority, and
      - 7.1.2.2.2. Be supported by a memorandum or similar document from the College's HR department.
- 7.2. Travel expenses related to special needs that may be reimbursed include those necessary to reasonably accommodate the employee and include, but are not limited to:
  - 7.2.1. Transportation and travel expenses incurred by a family member or other attendant who must travel with the traveler to make the trip possible.
  - 7.2.2. Specialized transportation to, from and/or at the temporary duty station.
  - 7.2.3. Specialized services provided by a common carrier to accommodate the special need.
  - 7.2.4. Costs for handling baggage that are a direct result of the special need.
  - 7.2.5. Renting and/or transporting a wheelchair or walker.
  - 7.2.6. Premium class accommodations, when necessary to accommodate the special need.
  - 7.2.7. Services of an attendant, when necessary to accommodate the special need.

8. A traveler may use a privately-owned vehicle for personal reasons even though air travel is the most appropriate method of transportation. However, travel reimbursements in such circumstances are limited to the equivalent of those that would have been approved had the trip been made by air.

- 8.1. The air fare equivalent to be reimbursed is to be based upon the lowest coach fare that would have been available, given appropriate advance planning, for the destination and return.
- 8.2. Meals and lodging reimbursements are limited to those, i.e., for the number of days, that would have been approved had air travel been used.
- 8.3. The reimbursement for parking, mileage, tolls, ferries, etc., is limited to the amount that would have been allowed for travel to and from airport terminals.

9. When two or more employees traveling on College business share a privately-owned motor vehicle or aircraft, only the owner or custodian of the vehicle or aircraft may claim reimbursement for mileage.

10. Fines, fees, court costs or other expenses related to traffic or parking citations are not eligible for reimbursement

11. The College provides specific types of insurance coverage for its employees when they travel domestically and internationally. The following should be taken into account when operating a vehicle on authorized College business:

- 11.1. Liability and collision insurance is provided to College employees when operating College-owned vehicles within the course and scope of employment and authorization.
- 11.2. Employees driving privately owned vehicles are required to provide their own liability and collision insurance.
  - 11.2.1. Excess liability coverage is provided for employees driving a privately-owned vehicle driven within the course and scope of employment and authorization.
  - 11.2.2. Collision coverage is not provided for privately owned vehicles, even when operated within the course and scope of employment and authorization.
- 11.3. When renting or leasing a vehicle to be used for College business:
  - 11.3.1. Liability insurance should not be purchased.
  - 11.3.2. Collision damage waiver coverage:
    - 11.3.2.1. Should not be purchased—and expenditures for same should not be reimbursed
- 11.4. Employee owned property (including privately owned vehicles) is generally not insured by College coverage.
- 11.5. Before operating an aircraft for or on authorized College business, all pilots should contact Risk Management, which must approve each application before coverage is provided.
- 11.6. Before operating any vehicle on official College business outside of the United States, travelers are to contact Risk Management for information about coverage required or provided.

12. Travel by a group of officers or employees in the same aircraft, automobile or other mode of transportation is discouraged when the officers' or employees' responsibilities are such that an incapacitating accident could seriously impair College operations. Key succession officers or a substantial number of employees from the same organizational unit or program should consider this risk when making travel arrangements.

13. Personal expenses that may be incurred before or while traveling for the College do not qualify for reimbursement. Such expenses include, but are not limited to:

- 13.1. Passport and visa expenses, including the actual cost of obtaining a passport, visa, tourist card and the related required photographs; the costs of birth certificates, health cards, identity cards and immunizations.
- 13.2. Airline clubs.
- 13.3. Entertainment, including sporting events, cultural events, movies and similar activities.
- 13.4. Liquor, wine, or other alcoholic beverages.
- 13.5. Illegal substances.
- 13.6. Post cards.
- 13.7. Gifts provided to co-workers, family members or others.
- 13.8. Flight or travel insurance.
- 13.9. Traffic citations or parking tickets.
- 13.10. Check cashing and travelers check fees.
- 13.11. Currency conversion fees, when not involving expenditures related to College business.

- 13.12. Magazines and newspapers.
  - 13.13. Purchase or rental of a GPS.
  - 13.14. Child care, babysitting, house-sitting, pet sitting, or kennel charges.
  - 13.15. Charges related to haircuts, hair styling, manicures, pedicures, or other personal grooming.
  - 13.16. Personal entertainment expenses, such as in-flight movies and hotel pay-per view movies.
14. Expenditures for maps and guidebooks may be reimbursed, but they become the property of the College and are to be collected and retained for future use by the paying agency.
16. The cost of meals at business meetings when not in travel status is not normally reimbursed.
17. See the appropriate SAAM 5065 when dealing with vendor travel to be paid for by the College.
18. Lost documents.
- 18.1. If the original of a document required for substantiation of travel expenses is lost or destroyed, a photocopy may be submitted with the statement, "Treat as an Original". The photocopy must be signed by the traveler's supervisor and an authorized agency signer.
  - 18.2. If the original receipt is lost and a photocopy is not available and a copy cannot be obtained from the lodging establishment, then a copy of the canceled check or corporate card receipt is required showing the employee paid for the lodging. In addition to the canceled check or corporate card receipt, a letter must be prepared by the supervisor in lieu of the original or photocopy of the lodging receipt. The letter must:
    - 18.2.1. Contain the name of the traveler, the dates of the travel, the name, address and telephone number of the lodging establishment, detailed cost per night (i.e., base or rack rate, taxes, etc.) and the total cost of the lodging.
    - 18.2.2. Include the reason(s) why an original or photocopy of the lodging receipt is not available.
    - 18.2.3. Be signed by an authorized agency signer and countersigned by the traveler.
19. An electronic signature may be used to sign and approve travel related documents provided that it is nonrepudiable. That is to say the method of inserting or affixing the electronic signature is such that the putative signer cannot credibly deny having signed the document.
20. Frequent flyer miles, flight delay bonuses and hotel awards programs.
- 20.1. Whenever public monies are used to pay for airline travel or lodging, any credits, bonuses, awards and other benefits issued by an airline or hotel should accrue to the benefit of the College, not to the traveler.
    - 20.1.1. The mechanics of many, if not most, of these programs issue the awards or bonuses in the name of the traveler and are not transferable to the travelers agency or the College. This means that agency management and travel coordinators should make reasonable efforts to have its travelers use their awards and bonuses in connection with College travel.
    - 20.1.2. Reasonable efforts should evaluate the cost of record keeping measured against the potential savings to the College and only engage in enforcement if the benefits so warrant.
  - 20.2. Travel and lodging arrangements shall at all times be made to produce the most reasonably economical travel cost to the College.

- 20.3. Travelers and others making travel arrangements are not to favor certain airlines or hotel chains based upon potential frequent flyer or frequent lodger awards programs.
  - 20.3.1. To document that reasonable efforts have been made to arrange the most reasonably economical travel, the person arranging travel should print out and retain a copy of the webpage on the day travel is arranged of a website that provides comparative listing of flights and hotels involving the contemplated travel.
  - 20.3.2. In those cases where the travel arrangements made are at a higher cost than may have been available, an explanation of why the more costly alternative was selected should be prepared and retained for audit.
- 20.4. Deviations from this policy will be monitored.

22. The actual reasonable dry cleaning and laundry expenses a traveler may incur after seven (7) days in travel status may be reimbursed. A reimbursement for dry cleaning and laundry is not allowed in connection with long-term subsistence.

23. The actual cost of business calls while on a business trip may be reimbursed as may the costs associated with business-related faxes and other business-related communications. Receipts are required for reimbursement.

24. The actual cost of Internet connections and related connection fees are reimbursable, if such costs were incurred for business purposes. Receipts are required for reimbursement.

25. The miscellaneous expenses listed below may be reimbursed if such expenses are necessary to accomplish the College's purpose of the business trip. Receipts are required for reimbursement:

- 25.1. Business office expenses.
- 25.2. Equipment rentals.
- 25.3. Overnight delivery and/or postage.
- 25.4. Purchase of materials and supplies, when normal purchasing procedures cannot be followed.
- 25.5. Rental of a room or other facility for the transaction of College business.
- 25.6. Separately charged foreign currency conversion fees, when necessary to effect College business.
- 25.7. Mailing costs associated with the filing of travel claims and payment of employer sponsored charge card billings.

#### Part 23: Foreign Currency Conversion (Topic 50, Section 72, Issued 03/07/16)

This section SAAM establishes policies and procedures for foreign currency conversion for College travelers involved in out-of-country travel.

#### PROCEDURES

1. When a traveler incurs expenses in a foreign currency, each expense should be converted to United States dollars (USD). The following methods are acceptable:

- 1.1. P-Card and similar payment cards. If the expenses are charged, the card issuer will convert the charges to USD and no additional conversion efforts will be required.
- 1.2. Conversion of charges via the Internet for the dates of travel.
  - 1.2.1. An acceptable site is:  
<http://www.oanda.com/currency/converter/>.

This site allows for built-in exchange fees and specific dates.

1.2.2. Other acceptable sites include:

<http://www.xe.com/currencyconverter/>

<http://www.x-rates.com/>

<https://finance.yahoo.com/currency-converter/#from=USD;to=EUR;amt=1>

1.3. Currency rate conversion based on actual cash exchange using the following formula:

$F \times C = U$

In which

F = amount of charges in foreign currency

C = conversion factor = USDs per unit of foreign currency

U = expense in USDs

2. If the currency exchange is not computed by the card issuer, the exchange rate, date of the exchange rate and date of the transaction should all be documented and submitted (electronically or in paper) as an attachment to the travel claim.

Part 24: Maximum Mileage, Lodging, Meal, Parking, and Incidental Expense Reimbursement Rates (Topic 50, Section 95)

Please visit <https://gao.az.gov/publications/saam> for current reimbursement rates.

## References

State of Arizona Accounting Manual

## Procedure History

07/2000 New

07/2003 Revised

05/12/2010 Revised

01/03/2018 Revised and Adopted by College Council

05/07/2018 Revised (edited to match changes to the State of Arizona Accounting Manual)

## Legal Review

None – this document comes from the State of Arizona Accounting Manual