

# COCONINO COMMUNITY COLLEGE TRAVEL PROCEDURAL GUIDELINES

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## I. Introduction

The statewide travel policy as issued by the Arizona Department of Administration General Accounting Office is the principal authority for travel by CCC board members, employees, and students. The following manual is based on the State of Arizona Travel Policy, as well as additional requirements and/or restrictions imposed by Coconino Community College. Requirements and/or restrictions required beyond that of state policy are in bold text. If your particular situation is not covered in this manual, please contact the Accounts Payable Specialist for clarification prior to your travel.

The State of Arizona Travel Policy, including current mileage, lodging, and meal reimbursement rates, can be found online at [www.gao.az.gov/travel](http://www.gao.az.gov/travel).

The State of Arizona Travel Policy is the guideline for all necessary and required travel to conduct the business of the State. This travel policy addresses issues related to all State travel expenses. Non-travel related activities are addressed in other policies that include, but are not limited to, expenses such as refreshments, gifts, advertising and promotions, relocation, and other employee fringe benefits.

The State of Arizona Travel Policy is implemented to ensure:

- Compliance with State of Arizona Revised Statutes and Arizona Administrative code;
- Compliance with applicable sections of the U.S. Internal Revenue Code;
- Travel expenses incurred while conducting business for the State of Arizona are necessary, appropriate and add value to the State;
- Appropriate and reasonable accommodations for the safety of all State of Arizona travelers and conducive to the business needs of the State.

Non-compliance with State Travel Policy or the improper claim of expenses may result in the appropriate disciplinary action.

## II. Statutory Authority

Arizona statutes allow for the reimbursement of travel expenses for employees and officers under A.R.S. §38-621 through A.R.S. §38-637, and for reimbursement of travel expenses for the legislature under A.R.S. §41-1103 and A.R.S. §41-1104. Further, Arizona statutes authorize the Arizona Department of Administration to define and implement policies and procedures to administer these statutes. However, these

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statutes are not all encompassing; please refer to Supplement II for a compiled listing of Arizona statutes and other relevant authority applicable to State travel.

## III. **Definitions (definitions applicable to CCC are provided)**

1. Conference – A meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, or forum held by any association or organization involving discussion, research, or the exchange or dissemination of information.
2. Conference Designated Lodging – The hotel at which the conference is being held or the hotel(s) specified in the conference brochure. Accommodations at alternate hotels in the immediate vicinity of the conference may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s). In other words, if all of the hotels listed in the conference brochure are full, the traveler may use a nearby hotel whose cost is no greater than the lowest single room rate listed on the conference brochure or the allowable rate for that city.
3. Duty Post (Regular) –
  - A. Employee – The regular duty post of an officer or employee is the place the person spends the largest portion of regular working time or place to which the person returns on completion of a temporary assignment. An employee who has more than one place of work on a regular basis for the same employer is deemed to have multiple regular duty posts.
  - B. Others – The regular duty post of members of the board, commissions, authorities, councils and committees who are not full time employees of the agency served by the board, commission, authority, council or committee is considered to be their personal residence.
4. Employee – Any full- or part-time individual being paid under the authority of any payroll system of the Government of the State of Arizona or any public officer, deputy, board or commission member.
5. Meal allowance or meal reimbursement – In accordance with A.R.S. §38-624 and with the Opinion of the Attorney General, Number R75-33, a meal allowance or meal reimbursement is the amount actually spent for a meal, not to exceed the maximum amount allowed for such meal. The maximum amounts to be allowed or reimbursed are set by the Joint Legislative Budget Committee (JLBC).

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6. Personal Residence – The actual dwelling place of an individual without regard to any other legal or mailing address. An individual required to reside away from their primary residence due to official travel away from their duty post may continue to claim such domicile as their residence if said residence is either inhabited by their dependents, or is held vacant and a tangible expense. No reimbursement for lodging or other expenses shall be allowed on the premises of an individual's residence. In the event an individual is on field assignment away from his designated duty post in a location in which he maintains a second residence, the President may, for the period of the assignment, designate the second residence as the primary dwelling place.
7. Receipts – The original document showing actual expense(s) incurred. **Itemized receipts are required for all meal reimbursements – a credit card summary receipt is not sufficient to satisfy this requirement.**
8. Travel – For purposes of determining travel status, the traveler must be on official College business. Travel begins when the traveler leaves the personal residence or duty post, whichever occurs last, and ends when the traveler returns to the personal residence or duty post, whichever occurs first. To be eligible for lodging and meal expenses, the traveler must travel outside a radius of 50 miles from the traveler's personal residence and duty post. **A traveler is not eligible for meal reimbursement unless overnight travel is required.**
9. Travel expense – see list below:
  - A. Transportation expense: The actual cost of transportation by airplane, train, bus, or car between a traveler's residence and temporary duty post. If the traveler is traveling free as a result of a frequent flyer award or similar program, or the traveler is riding as a passenger in a vehicle, the transportation cost is zero.
  - B. Taxi, commuter bus, and airport limousine expense – The actual reasonable cost of fares for these and other types of transportation taken by the traveler between: 1) The traveler's home and airport or station; 2) The airport or station and the traveler's temporary lodging; 3) The traveler's temporary lodging and the location of a business meeting, conference, or temporary duty post; and 4) The lodging or temporary post, to a location for meals, if meals are not available within a reasonable distance of the lodging facility or duty post.
  - C. Baggage expenses – Includes the actual cost of sending baggage or equipment between a regular duty post and a temporary duty post; excess baggage; charges for checking and storing baggage if necessary for the business purpose of a trip; and baggage handling at an airport or train/bus

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station (Limited to the industry standard for tipping on baggage of \$1 per bag).

- D. Personal vehicle (car) expense – The standard mileage rate, plus the actual cost of tolls and parking, while in travel status.
- E. Personal aircraft expense – The standard rate, plus the actual landing and parking fees, except at the location where the aircraft is normally based.  
**Generally not applicable to CCC.**
- F. Rental vehicle (car) expense – The actual cost of the vehicle rental, gasoline (excluding prepaid), oil and tolls and parking, while in travel status. No reimbursement is allowed for vehicle liability insurance, collision damage waiver (CDW), or optional upgrades purchased by the traveler for vehicle rental within the U.S. **CCC travelers should not rent vehicles outside the U.S. without first consulting the Purchasing Director.**
- G. Conference, convention, and meeting fees - The actual cost of the conference or meeting registration fee. If the registration fee includes specific meals, the traveler is not required to breakout the cost and list separately. However, no separate reimbursement is allowed for the specific meal if the meal was included in the registration fee.
- H. Lodging expense - The actual cost of the room charge, mandatory service charges and taxes. The actual daily room charge reimbursed is limited to the maximum lodging reimbursement rate. The daily room charge includes all mandatory service charges (parking, resort fees, etc.) that are charged at the discretion of the facility and not required by law. To determine the cost per day, the fees should be prorated over the number of lodging days and considered added as part of the daily room charge. Service charges that are incurred at the discretion of the traveler are not reimbursed. Energy surcharges are to be fully reimbursed as a separate charge and are not to be considered part of the daily room charge.
- I. Meal expense – The actual cost spent for food, beverages (excluding alcohol), taxes, and related tips. Also includes the actual cost spent for transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained within a reasonable distance of the lodging or duty post. When comparing the actual daily or specific meal cost to the maximum meal reimbursement rate, beverages, taxes, and tips are included.
- J. Dry cleaning and laundry expense – The actual reasonable cost of dry cleaning and laundry expense a traveler may incur after seven consecutive days in travel status.

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- K. Incidental expense – These expenses are considered part of the reimbursement for meals and are not reimbursed separately. Incidental expenses include:
- 1) Fees and tips given to porters, bellhops, hotel maids, stewards, or stewardesses and others on ships or in hotels;
  - 2) Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site.
- L. Telephone and communications expense – The actual cost of business calls while on a business trip that include communication charges for faxes and copies when documented by receipts. Also includes internet connect expense if necessary for College business.
- M. Miscellaneous expense – The actual cost of expenses that are ordinary and necessary to accomplish the College business purpose of a trip. Allowable miscellaneous expenses may include the following:
- 1) Business office expenses;
  - 2) Equipment rentals;
  - 3) Overnight delivery/postage;
  - 4) Purchase of materials and supplies, when normal purchasing procedures cannot be followed;
  - 5) Rental of a room or other facility for the transaction of College business;
  - 6) Foreign currency conversion fees separately charged;
  - 7) Mailing costs associated with filing travel vouchers and payment of employer-sponsored charge card billings;
  - 8) Maps and language translation books, when receipts provided and forfeited to the College as College property and available for reuse.
10. Traveler – Every employee, student or District Governing Board member of the College who is in travel status.

### III. State of Arizona Travel Policy – with modifications specific to CCC

#### A. General Travel Policy

1. Reimbursement is for qualified travel expenditures necessary for College business. Consideration should be made for other alternatives for conducting business, such as conference calls or web conferences.
2. Reimbursement is for actual expenses.

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3. Travel should be fair and reasonable, but planned for the convenience of the College using the most economical means.
4. Funding source – Employee travel is conducted and reimbursed according to the State Travel Policy **(and as modified by the College)** regardless of the funding source of the travel expense.

Travel costs are considered reasonable and allowable under Federal awards that do not exceed amounts allowed by the State Travel Policy. Refer to the Cost Principles for State, Local, and Indian Tribal Governments 2 CFR Part 225 (formally OMB Circular No. A-87, Attachment B).

5. Best method of travel – In general, the most practical travel alternative should be used that is the most beneficial and cost effective for the College.
6. Travel planning – Travelers and agencies are required to do travel planning for individuals and group travel, or for meetings and conferences that involve travel by participants. Planning should begin far enough in advance to limit:
  - The number of overnight stays
  - Meals, lodging and transportation expense
  - Time in travel status (analyze cost vs. benefit)
  - Number of travelers
  - Use of private facilities vs. public facilities
7. Exceptions to College travel procedure – Requests for exceptions to the College travel guidelines should be infrequent and requested in advance. The Controller will generally not grant exceptions to travel guidelines when it appears that with proper planning and reasonable effort, the additional costs could have been avoided. Repetitive requests for similar exceptions, particularly after-the-fact requests, will be carefully reviewed and when circumstances warrant, denied.
8. The State Travel Policy allows agencies to develop travel procedures to cover circumstances specific to their agency. The procedures should be consistent with and complement the State Travel Policy.
9. Cancellation or late charges will not be reimbursed when incurred for personal reasons and considered avoidable.
10. In-state within 100 miles of the border – Coconino Community College recognizes travel to U.S. states within 100 miles of the border with Arizona as in-state-travel for determining subsistence reimbursement requirements.
11. Transfer of travel expenses between agencies – **not applicable to CCC.**

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12. Records retention – All documentation related to office College travel must be maintained for audit and examination by the public for a period of not less than five years, or for a current litigation or audit, whichever is longer. Documentation to retain includes travel requests, travel claims and supporting documentation. Refer to the Records Retention section of the State of Arizona Accounting Manual for additional information.
13. Saturday night stay over – The College may authorize a traveler to extend the duration of domestic travel to reduce or save travel costs. As an example, additional expenses associated with a Saturday (additional) night stay may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip through Saturday (additional) night. If the additional costs of lodging, car rental, and meals (subject to the reimbursement rate caps) incurred within the vicinity of the business destination do not exceed the amount saved through the reduced airfare, the trip may be extended and the additional costs reimbursed by the College.
14. Business and personal travel combined – The College may authorize a traveler to extend a business trip using vacation time. However, the traveler will only be reimbursed for lodging and meal expenses for the days the traveler is doing business for the College, to include the initial travel to and from the temporary duty post.

The traveler will be reimbursed actual lodging expense for the days the traveler is conducting College business at the single room rate up to the maximum allowable lodging rate for that location. The transportation expense equivalent to a single traveler round-trip fare to/from the business destination may be reimbursed. If the transportation costs are more due to the personal extension, the traveler will be responsible for the difference. If the travel is to a destination located outside the U.S., the cost of transportation may also need to be prorated for personal use. All additional costs will be the responsibility of the traveler.

15. Temporary visits home – If a traveler returns to the traveler's residence during travel for personal reasons, the roundtrip transportation expense between the temporary duty post and the personal residence is reimbursed if the trip is pre-planned and the traveler will be in continuous travel for 30 days or more. Meal expense is not reimbursed for meals consumed at the traveler's personal residence or within 50 miles of the personal residence.
16. Indirect or interrupted travel itineraries – Advance College approval is required when a traveler takes an indirect route or interrupts travel by a direct route, for other than College business. Any resulting additional expenses will be the responsibility of the traveler. The reimbursement of expenses shall be



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limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less.

17. Travelers with physical disabilities – The College may approve expenses deemed necessary to provide reasonable accommodation to an employee with a special need that is either:
  - a. Clearly visible and discernible; or
  - b. Substantiated in writing by a competent medical authority.

Definition of a special need: a physical disability, or physical characteristic that may include weight or height.

Travel expenses reimbursed for special needs travel include expenses deemed necessary to accommodate the employee, but are not limited to, the following expenses:

- a. Transportation and expenses incurred by a family member or other attendant who must travel with the traveler to make the trip possible;
- b. Specialized transportation to, from, and/or at the temporary duty location;
- c. Specialized services provided by a common carrier to accommodate the special need;
- d. Costs for handling baggage that are a direct result of the special need;
- e. Renting and/or transporting a wheelchair;
- f. Premium-class accommodations when necessary to accommodate the special need;
- g. Services of an attendant, when necessary, to accommodate special needs.

### B. Travel Request and Travel Claim Authorization

1. Authorization by College budget managers/supervisors:
  - a. College budget managers and supervisors may authorize in-state travel that conforms (no exceptions) to College travel procedures.

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- b. College budget managers and supervisors may determine travel to U.S. states within 100 miles of the Arizona border to be in-state travel.
2. Authorization by College president or designee:
    - a. Delegation of travel authority by the President is required to be documented in writing.
    - b. The President or designee may authorize in-state travel, and is required to authorize all out-of-state travel. At CCC, all out-of state travel must be **authorized by the appropriate division Vice President, except where no division exists, by the President.**
    - c. The President or designee is required to authorize specific types of travel expenses and/or specific exceptions to College travel guidelines as follows:
      - 1) Authorization to use chartered or rental aircraft.
      - 2) Authorization for all exceptions to College travel guidelines.
  3. Authorization by the Controller – The College President has delegated authority to approve specific types of travel expenses and exceptions to College travel guidelines to the College Controller.

The following are examples of activities or exceptions to policy that require authorization from the College Controller in writing:

- a. Request to use a privately owned aircraft for College business
- b. Request for out-of-state long-term lodging and meal rates
- c. Conference lodging expense more than the lodging rate listed in the conference brochure and the reimbursement rate for the area of travel
- d. Authorization to establish conference lodging above the maximum lodging reimbursement rates for conferences sponsored by the State
- e. In-state long term subsistence expense more than maximum reimbursement rates
- f. Meals and lodging within 50 miles of duty post residence

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- g. Meals and lodging amounts that exceed maximum daily rates
- h. Travel advances
- i. Out-of-state travel if one or both of the following conditions are true:
  - 1) The total out-of-state travel cost can reasonably be expected to equal or exceed five thousand (\$5,000), or
  - 2) The out-of-state travel will require sending three or more individuals from the College.

When submitting a letter to request authorization for an exception to College travel guidelines, ensure that you provide a complete explanation of the facts surrounding the need for the exception and a list of alternatives considered to mitigate the situation. Most requests should be made in advance and should be submitted in writing from the appropriate Vice President to the Controller on letterhead. The letter should include:

- a. A statement that the Vice President or designee has authorized the exception;
- b. An explanation and support to justify the request;
- c. Include the traveler's name;
- d. Travel dates;
- e. Travel locations;
- f. Any other additional pertinent information.

### C. Travel Request and Travel Claim Requirements

1. **In-state and** Out-of-state travel - Travel requests are required in advance for **all** travel; this includes in-state and out-of-state (domestic or international).
2. Encumbrance of travel expense – Individual travel expense equal to or greater than \$1,000 is required to be encumbered if the expenditure will be from the general fund.
3. Time to submit travel claims – It is recommended that travel claims be submitted within five **business** days after the return from travel, and no later than thirty **business** days after the return from travel, or the end of the fiscal year, whichever occurs first.

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- a. For travelers that are normally reimbursed for local transportation, travel claims should be submitted at least monthly.
  - b. For travelers on long-term subsistence, travel claims should be submitted upon return from travel, for each three month period, or the end of the fiscal year, whichever occurs first. **Generally not applicable to CCC.**
  - c. Travel claims are required to be submitted no later than **one** month after the return from travel.
4. All travel claims will be in U.S. dollars
5. Substantiation – a substantiation of travel and expenses is required to include:
- a. Travel information –
    - 1) Date of travel, including departure time from the traveler’s duty post or residence and arrival time at the travel location;
    - 2) Origin and destination of the trip and the route taken;
    - 3) Purpose for travel or the nature of the benefit to the College derived as a result of the travel;
    - 4) Amount of each travel expenditure, listed by date and location;
    - 5) Daily computation of business mileage, if travel includes this type of activity;
    - 6) Amounts for prepaid or procurement card expenses, if travel includes this type of activity (procurement card expenses would be for expenses such as airfare or in-state rental cars)
  - b. The original receipts for the following expenses –
    - 1) All airline expenses
    - 2) All lodging expenses (itemized)
    - 3) All rental car expenses (itemized)
    - 4) All common carrier or train expenses
    - 5) All charter aircraft and aircraft rental and fuel expenses (itemized)
    - 6) All aircraft landing and aircraft parking fees

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- 7) All airport motor vehicle parking expenses
- 8) All bridge and toll road expenses
- 9) All communication expenses (itemized)
- 10) All other individual expenses (including tax) of \$75 or more

- Local transportation including taxi cabs, do not require receipts.
- **Itemized receipts for all meals are required – summary credit card receipts to not satisfy this requirement.**
- c. Conference or meeting brochure that provides an itemized listing of the registration fee, if travel includes this type of activity.
- d. 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.
- e. If transportation, lodging, conference, or meeting expense is prepaid by the College, the traveler will be required to submit an airline ticket or receipt, lodging bill, and conference or meeting brochure with the travel claim.

### D. Transportation Expense

#### 1. General requirements

- a. Travel purpose – Transportation expenses may be incurred and/or reimbursed for authorized travel on College business.
- b. Allowable transportation expense - Allowable transportation expenses include common carrier fares, privately owned motor vehicles or aircraft mileage, bridge and road tolls, necessary taxi, but or streetcar fares, motor vehicle rental, aircraft rental, and necessary parking fines.
- c. Actual expenses – Reimbursement for transportation expense may not exceed the actual amount the traveler incurred (paid) for the expense, unless personal motor vehicle or aircraft mileage reimbursement rates are authorized.
- d. Selection of transportation – Transportation expenses should be selected based on the most reasonable and customary mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

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- e. Privately owned vehicle in lieu of commercial air travel – A traveler may use a privately owned motor vehicle for personal reasons even though air travel is the appropriate method of transportation. The cost of meals and lodging, parking, mileage, tolls, and ferries incurred to and from the temporary duty post may be reimbursed. However, such reimbursement 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.
- f. Mileage reimbursement rates - Reimbursement rates for privately owned motor vehicles and privately owned aircraft are listed in Supplement I.
- g. Shared vehicle or aircraft – When two or more employees on College business share a private motor vehicle or private aircraft, only the owner or custodian may claim reimbursement for mileage.
- h. Driver's license – A valid driver's license is required if the traveler is driving a College, private, or rented vehicle on College business. The approval on the travel request or travel claim will substantiate that the budget manager/supervisor has verified that the traveler has a valid driver's license. To satisfy insurance requirements, the traveler must enter the traveler's valid driver's license number on the Travel Request. A license number is not required on the Travel Request if the traveler was a passenger, and at no time during the travel drove a vehicle on College business.

The Arizona Department of Transportation, Motor Vehicle Division, Electronic Data Services Unit, can assist to access employee driver records. To request access to the Motor Vehicle Review System, a letter of interest should be sent to Electronic Data Services, 1801 W. Jefferson, Mail Drop 502 M, Phoenix, AZ 85007. An employee Motor Vehicle Record release form is available on the Risk Management website at [www.azrisk.state.az.us](http://www.azrisk.state.az.us) and select Loss Prevention, then select Motor Fleet Safety.

- i. Traffic citations – The expense for traffic citations issued to a College employee during authorized travel for the College are not eligible for reimbursement, unless the traffic citation is issued to the employee while driving a College vehicle and the violation was due to College vehicle mechanical problems. All other traffic citations issued to an employee are a personal expense and not eligible for reimbursement.

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2. College motor vehicles
  - a. Business purpose – **College motor vehicles may be used for College business conducted within a 30 mile radius of the Lone Tree campus. Check with the CCC Facilities Department for availability.**
  - b. Occupants of College vehicles – College motor vehicles are for transporting College employees only. If an exception is required, contact the College Purchasing Director.
  - c. Reimbursement of expenses – Travelers using College motor vehicles should normally not incur actual vehicle expenses. Travelers should follow procedures established by the CCC Facilities Department for fuel, service, and minor repair expense. Other transportation expense such as tolls and parking are reimbursed separately.
  - d. Commuting – **Commuting to and from work in a College-owned motor vehicle would be considered a taxable fringe benefit to the employee and the practice is not allowed.**
  - e. College-owned vehicles used in Mexico – **The use of College-owned motor vehicles in Mexico is prohibited.**
3. Privately-owned motor vehicle
  - a. Business purpose – A traveler may use a privately-owned motor vehicle for official College business if it is the most cost effective mode of travel or if it is determined to be more convenient for the College (saves travel time). The expense should normally be less expensive than a motor vehicle rental, taxi, airfare or using another alternative method of transportation.
  - b. Mileage rate required – The privately-owned motor vehicle mileage reimbursement rate is used to calculate reimbursement of expenses. Actual vehicle expenses are not reimbursed. Other transportation expense such as tolls and parking for College business are reimbursed separately.
  - c. Limitation for reimbursement – Reimbursement will be at the lesser of either the privately owned-motor vehicle reimbursement rate, plus tolls and parking; or an alternative transportation expense such as airfare, plus the cost of taxi's, shuttles and rental cars. When making the comparison, the cost of airfare should be determined based on normal airfare selection criteria at the time the travel request is authorized. **For**

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**CCC, the comparison should involve a comparison of the privately owned-motor vehicle reimbursement rate versus the cost of a rental car plus gas.**

- d. Commuting miles not reimbursed – The cost of commuting between a personal residence and a regular duty post is not reimbursed, regardless of the distance. The cost of commuting to multiple regular duty posts is not reimbursed. This includes commuting on weekends, holidays, or other non working days.
- e. Allowable mileage expense
  - 1) Business purpose – Mileage reimbursement is allowed for travel on official College business based on the direct route from one business destination to another business destination as follows:
    - a) Between a traveler’s regular duty post and a temporary duty post;
    - b) Between a traveler’s regular duty post and another regular duty post;
    - c) Between a traveler’s personal residence and a temporary duty post (less an amount for commuting miles);
    - d) Between temporary duty posts;
    - e) Between a traveler’s personal residence and a common carrier terminal as follows:
      - One round trip, or
      - Two round trips, when the traveler is driven to a common carrier
  - 2) Calculation of business mileage – The traveler must use only the business miles for the most 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 the traveler’s personal residence and a temporary duty post.

Commuting mileage is to be based on no more than one round trip to duty post per day. Commute miles must also be deducted on week-ends if you are traveling on College business and are receiving compensation.



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- 3) Daily travel log – A daily travel log should be maintained by the traveler to document business mileage. The vehicle odometer should be used to determine allowable business mileage and documented in the daily travel log. The log should include the complete address for the “Departed From” location, and “Arrived At” destination. General locations/destinations such as “Phoenix” or “Tucson” are not acceptable. The daily travel log used to substantiate business miles on a travel claim must be maintained for audit purposes by the traveler.
- 4) Alternate mileage method – If odometer readings are not available, map mileage may only be used for distances between cities and towns.

The use of the internet mapping programs to determine map mileage is permissible provided that a printout of the program showing the addresses and the calculation is included with the travel claim.

- f. No regular place of work – If a traveler has not regular duty post, all travel is considered commuting expense within a radius of 50 miles from the traveler’s personal residence. However, reimbursement for mileage is allowed for travel to a temporary duty post outside a radius of 50 miles from the traveler’s personal residence, less an amount for commuting miles.
  - g. Vehicle liability insurance – In accordance with State statute, a traveler using a privately-owned motor vehicle on College business must have current vehicle liability insurance.
  - h. No vehicle liability insurance – If the traveler does not have motor vehicle liability insurance that covers the use of a privately-owned motor vehicle on College business, the College may not approve its use, and an alternate method of transportation must be used.
  - i. Verification of insurance
- 1) Travelers are required to have current motor vehicle liability insurance for any privately-owned vehicle used for official College business. The traveler must possess a valid driver’s license when using any vehicle for official College travel.

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- 2) The budget manager or supervisor approving a travel request or claim that includes travel by privately owned motor vehicle needs to ensure that reasonable effort has been made to determine that the traveler has current motor vehicle insurance and a valid driver's license.
- j. Accidents – If a traveler driving a privately-owned vehicle 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. If the amount exceeds that coverage, the College's self-insurance program will, at the time, cover the amount over the policy limits if the traveler was acting within the course and scope of his or her employment.

If a traveler, driving a privately-owned motor vehicle on College business is involved in an accident, regardless of fault, the College will not reimburse the traveler for any physical damage to the motor vehicle.

#### 4. Motor vehicle (car) rental

- a. Business purpose – A traveler may use a rental vehicle for official College if it is the most cost effective method of travel or if it is determined to be more convenient for the College (saves travel time). The expense should normally be less expensive than a privately-owned motor vehicle, taxi, airfare or using another alternative method of transportation.
- b. Actual rental expenses – The actual cost of the motor vehicle rental is reimbursed. Travelers may not use the privately-owned motor vehicle mileage rate. Actual expenses may include the rental fee, gasoline (excluding prepaid), oil, tolls, and parking.
  - 1) No reimbursement is allowed for prepaid gasoline purchased by the traveler for vehicle rental.
  - 2) No reimbursement is allowed for optional upgrades, such as a vehicle with satellite radio or GPS, purchased by the traveler for vehicle rental.
  - 3) No reimbursement is allowed for vehicle liability insurance or a collision damage waiver (CDW) purchased by the traveler for vehicle rental within the U.S. If State Risk Management requires

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vehicle insurance to be purchased for vehicles rented outside the U.S., the expense would be reimbursable.

- c. Rental vehicle type – The following criteria is to be used for vehicle rental approval:
  - 1) One to two individuals traveling for a week or less – approval given for a compact vehicle.
  - 2) Three individuals traveling for less than one week – approval given for an intermediate (mid-size) vehicle.
  - 3) Two or three individuals traveling for longer than one week – approval for an intermediate (mid-size) vehicle.
  - 4) Four individuals traveling for one week or less – approval for an intermediate (mid-size) vehicle.
  - 5) Four or more individuals traveling for longer than one week – approval for a vehicle that meets their needs as recommended by the College.
  - 6) If there are unusual circumstances that make the above criteria unworkable, the President (or his or her designee) may approve the appropriate size vehicle upon receipt of properly substantiated justification.

### 5. Commercial Airline travel

- a. Business purpose – A traveler may use a commercial airline for official College business if it is the most cost effective method of travel or if it is determined to be more convenient for the College (saves travel time). The expense should normally be less expensive than a privately-owned motor vehicle, taxi, or rental motor vehicle or using another alternative method of transportation.
- b. Coach or economy class – Coach, economy or other discounted class of fare should be used for commercial airline travel. Travelers will check for the lowest fare and consider connecting flights when practical.
- c. Actual airfare expenses – The actual cost of the commercial airfare is reimbursed. Travelers may not use the privately-owned motor vehicle mileage rate or privately owned aircraft mileage rate in lieu of actual expense.

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- d. Reduced, group or package discounts
- 1) Agencies should determine if reduced airline fares may be available at group rates when more than one traveler is traveling to the same destination. Agencies should also consider package rates, such as those for hotel and rental car.
  - 2) When using websites (such as Expedia, Travelocity, Hotwire, etc) to make travel arrangements using package deals, documentation is required for each specific item included in the package such as airfare, hotel, and rental car. Documentation should be provided to substantiate the conformance with set rates as established by the travel guidelines. If such documentation cannot be obtained from the website or vendors, the traveler is responsible for comparing the package price to the separate coach airfare rates, hotel rates and vehicle rental rates and providing documentation to reflect the package price is less expensive than fares allowed individually.  
  
When the website documentation is not sufficiently detailed, a signed statement by the employee (along with documentation from separate coach airfare rates, hotel rates, etc) referencing the comparison above is to be attached to the travel claim to certify that a reasonable effort was made to procure the best price for the College.
- e. Flight insurance – Flight insurance purchased by the traveler is not reimbursable.
- f. Airline travel under federal grants – Under the Fly America Act, only U.S. carriers shall be used for travel reimbursed from federal grants and contracts, unless one of the following exceptions applies:
- 1) Use of U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more;
  - 2) U.S. carriers do not offer nonstop or direct service between origin and destination. However, a U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such would increase the number of aircraft changes outside the United States by two or more; or extend travel time by at least 6 hours

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or more; or require a connecting time of 4 hours or more at an overseas interchange point.

- 3) When the costs of transportation are reimbursed in full by a third party, such as a foreign government or an international agency.

### 6. Chartered, Privately-owned and Rented Aircraft

- a. Business purpose – Chartered, privately-owned or rental aircraft expense is allowed for reimbursement provided a common carrier is not feasible or an alternate mode of travel is impractical and/or more expensive.
- b. Chartered air service – Chartered air service may only be obtained from FAA licensed commercial flight operators.
- c. Risk management authorization – The College Purchasing Director must authorize use of privately-owned or rented aircraft.
- d. Actual cost reimbursed – Reimbursement for chartered or rented aircraft will use actual expense. Reimbursed actual expenses may include the charter/rental fee, aircraft fuel, and landing and parking fees at temporary airport locations.
- e. Mileage reimbursement – Reimbursement for privately-owned aircraft will use the aircraft mileage rate, plus actual landing and parking fees at temporary airport locations. The mileage reimbursement is based on the shortest air route from origin to destination.

### 7. Railroads and Buses – Railroad or bus travel may be used when convenient or economical and if excessive travel time does not result.

### 8. Airport parking and transportation –

- a. The most reasonable and customary means of transportation should be used when traveling to and from airports or other transportation terminals.
- b. Airport parking and mileage expense for a privately-owned motor vehicle is allowed only if less than roundtrip taxi fare between the traveler's residence and the airport, or duty post and airport, whichever is applicable.
- c. Airport parking will be reimbursed at daily rates no higher than the discounted parking rates listed for Phoenix and Tucson. Refer to Supplement VI for a listing of these rates.

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- d. If a traveler is dropped off or picked up at the airport terminal using a privately-owned vehicle, no parking is reimbursable
- E. Lodging and Meals

1. General Requirements

a. Business purpose

- 1) Lodging expense may be incurred and reimbursed for authorized travel on official College business outside a radius of 50 miles from the traveler's personal residence and regular duty post.
- 2) Meals may be reimbursed for authorized travel on official College business if consumed outside a radius of 50 miles from the traveler's personal residence and regular duty post.
- 3) **There is no reimbursement to the traveler for meals when there is no overnight stay or substantial sleep/rest.**

- b. Actual expenses – Reimbursement for lodging and meals may not exceed the actual amount the traveler incurred (paid) for the expense or the maximum reimbursement rate.
- c. Partial day reimbursement – For days the traveler is actually traveling (in route) to a temporary duty post, or return to the traveler's residence or regular duty post, the traveler is reimbursed for meals based on partial day reimbursement rules.
- d. Maximum reimbursement rate for continental U.S. – Reimbursement for lodging and meals to destinations within the continental U.S. may not exceed the maximum reimbursement rate for the type of expense and destination as listed in Supplement I.

The destination used to determine the appropriate rate for lodging is based on the address on the lodging bill/statement. The destination used to determine the meal rate if no lodging is incurred, is the location in which the meal is consumed.

- e. Maximum reimbursement rate for all other destinations – Reimbursement for lodging and meals to destinations outside the continental U.S. including Alaska and Hawaii is based on The Department of Defense international rates.

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- f. Reimbursements within a radius of 50 miles – Lodging and meals may be authorized for reimbursement as an exception to the travel guidelines when the traveler is on official College business within a radius of 50 miles from the traveler’s personal residence and duty post.
2. Lodging
- a. Commercial establishment – Lodging is recommended to be at a commercial establishment and the individual is required to request the lowest available rate (Government, Commercial, Corporate, etc.)
  - b. Shared lodging with another traveler – When lodging is shared, reimbursement per person should not exceed the amount allowable per person at the single room rate plus tax.
  - c. Shared lodging with family member – When lodging is shared with an individual not on College business (such as a spouse) reimbursement shall not exceed the single room rate plus tax.
  - d. Shared lodging reimbursement alternatives – Below are three methods for requesting reimbursement when lodging is shared:
    - 1) Each traveler should obtain a separate original lodging receipt for each traveler’s portion of the lodging cost. The total of the two (or more) 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.
    - 2) If the establishment cannot issue original receipts, one traveler may submit the original lodging receipt and the other traveler(s) may submit photocopies. However, each receipt (original and photocopies) must be marked “Shared Lodging” and must include the names of all travelers sharing the room. Photocopies must be signed by the traveler and his/her supervisor. No photocopies will be accepted without these original signatures.
    - 3) If the establishment cannot issue separate original lodging receipts, one traveler may submit the original receipt for the total lodging cost. The lodging receipt must indicate the names of all College travelers who shared the room.
3. Meal expense
- a. General limitation – A traveler may not claim reimbursement for more than three meals in any single calendar day or in any period of 24

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consecutive hours. Individual meal rates are included in the supplement.

- b. Full day meal allowance – A travel day of 18 or more hours shall be considered a full day and entitle the traveler to reimbursement for up to three meal reimbursements equal to the lesser of the amount actually spent for the meals or the maximum reimbursement rate daily total for the location.

If the traveler does not purchase a substantial meal, or is provided a meal in the cost of other travel related expenses such as a conference fee or airfare, the traveler is not eligible for reimbursement for that meal.

- c. Partial day reimbursement – A travel day of less than 18 hours shall be considered a partial day and entitle the traveler to reimbursement for meals based on the partial day reimbursement rules listed below. However, the traveler is only allowed reimbursement for meals actually incurred (paid for).

If the traveler does not purchase a meal, or is provided a substantial meal in the cost for other travel related expenses, the traveler is not eligible for reimbursement for that meal.

When the travel day is less than a full day, the following guidelines will be applied to the reimbursement of amounts spent for meals:

- 1) Six hours of travel status – qualifies for one meal reimbursement up to the lesser of the amount actually spent for the meal or the maximum reimbursement rate. **The meal reimbursement is only allowed if associated with overnight travel.**
- 2) Twelve hours in travel status – qualifies for two meal reimbursements up to the lesser of the amount actually spent for the meal or the maximum reimbursement rate. **The meal reimbursement is only allowed if associated with overnight travel.**
- 3) Meal cut-off hours are as follows:

Travel status hours	Meal consume time	Breakfast	Lunch	Dinner
At least 6 hours	12:00am 10:00am	Yes	No	No
At least 6 hours	10:01am – 4:00pm	No	Yes	No
At least 6 hours	4:01pm – 11:59pm	No	No	Yes
At least 12 hours	12:00am – 4:00pm	Yes	Yes	No



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At least 12 hours	10:01am – 11:59pm	No	Yes	Yes
At least 12 hours	4:01am – 7:00am	Yes	No	Yes
At least 18 hours	12:00am – 11:59pm	Yes	Yes	Yes

- d. Cost of meals included with other charges – The traveler is not entitled to a meal allowance for substantial meals provided free at a state institution, on an airplane, included in conference registration fees or provided on a complimentary basis by the facility at which one is lodged. A substantial meal is one that normally contains a serving of protein in the form of meat, poultry, fish, seafood, or eggs.

Meals satisfying special dietary needs will generally be provided by airlines, conferences, hotels, etc. if requested by the traveler. It is the traveler's responsibility to make, on a timely basis, the necessary arrangements for such special meals.

If the traveler's request for a meal satisfying a special dietary need is denied, in order to claim a reimbursement for a meal expenditure, the traveler must provide a statement of the details and certifies: to whom such request was made; by whom such request was denied; the reason given for the denial; and, the special dietary needs of the traveler that could not otherwise have been accommodated.

### F. Mileage, lodging, and meal reimbursement rates

1. Establish maximum reimbursement rates – Under Arizona State statutes A.R.S. §38-623 and A.R.S. §38-624, the Director of the Arizona Department of Administration establishes maximum reimbursement rates for mileage, lodging, and meal expenses that are authorized for travel reimbursement. The established rates must be approved by the Joint Legislative Budget Committee prior to use.
2. Location of rates – Reimbursement rates are located in Supplement I and Supplement V. **See [www.gao.az.gov/travel](http://www.gao.az.gov/travel).**
3. Mileage rate – The mileage reimbursement rate includes all automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance.
4. Lodging rates – The lodging reimbursement rate includes the minimum charge for a single occupant room, plus all mandatory service charges (parking, resort fees, etc.) that are charged at the discretion of the facility and not required by law, and taxes. Additional room features, accommodations and personal expenses charged to the room are not allowed.

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5. Meal expense rate –
  - a. The meal expense rate includes the cost of the meal, tax, tip and the cost spent for transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained within a reasonable distance of the lodging or duty post. There are three specific meal rates that include breakfast, lunch, and dinner that are established as the maximum for each type of meal.
  - b. Although they normally do so, the amounts allowed for meals are not necessarily intended to cover the entire cost of a meal taken while in travel status. The amounts are more than sufficient to compensate the traveler for the estimated difference between the cost of a meal taken on the road and the cost of a meal prepared at home or purchased at a cafeteria operating in a State facility.
6. How to determine the correct rate – To manually determine the correct rate for lodging and meals, follow the instructions below:
  - a. For domestic travel within the continental U.S.
    - 1) Locate the State of Arizona Travel Policy, Supplement I – Maximum Transportation, Lodging, and Meal Reimbursement Rates; then
    - 2) Locate the state and then the city of destination; then
    - 3) If the specific city is listed in the supplement, use that rate, if not: then
    - 4) If the city is not listed, refer to the county in which the city is located and use that rate, if not; then
    - 5) If the county is not listed, use the default rate listed at the beginning of the table.
  - b. For travel outside the continental U.S.
    - 1) Go to the GAO website ([www.goa.state.az.us](http://www.goa.state.az.us)) and click on the Travel link.

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- 2) Click on the link to Out-of Country/Alaska/Hawaii Lodging and Meal Index, this will take you to the Department of Defense website; then
  - 3) Click on Per Diem Rates, then click on Per Diem Rates again, then under OUTSIDE CONUS, NON-FOREIGN OVERSEAS, AND FOREIGN, select the COUNTY/STATE from the drop down menu.
  - 4) Locate the travel destination and associated lodging and meals.
- G. Meal reimbursements included in income – **since the College does not reimburse meals for trips not requiring overnight travel, this provision does not apply.**
- H. Long-term travel (more than 30 days, but less than one year)
1. First seven days of travel – Travelers are allowed reimbursement using the regular lodging and meal reimbursement rates for a period not to exceed seven days while arranging for long-term accommodations.
  2. Actual lodging expense – Actual lodging expense is reimbursed including all related costs such as rent, electricity, gas, water, and standard telephone charge up to the maximum reimbursement rate. Receipts are required for all charges requested for reimbursement. The itemized portion of the telephone bill must accompany the reimbursement claim to identify business calls if more than the monthly service is to be reimbursed.
  3. Reduced reimbursement rates – Travelers temporarily assigned to one duty post that is in excess of 50 miles from the traveler's personal residence and regular duty post for periods of 30 days or more, are reimbursed for travel expenses at a reduced maximum reimbursement rate listed in the supplement.
  4. Long-term maximum reimbursement rates – Reimbursement rates for in-state long-term travel are established and listed in the supplement. Reimbursement rates for out-of-state long-term travel will be determined by the Business Office on a case by case basis.
- I. Long-term travel (more than one year)
1. Indefinite assignment – Travel away from a personal residence or regular duty post that lasts more than one year in a single work location is considered indefinite. Any travel expenses reimbursed during that period

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must be treated as taxable income subject to withholding for income and employment taxes (i.e. Social Security and Medicare).

2. Indefinite assignment ends prematurely – An indefinite assignment that is realistically expected to last more than one year shall be considered indefinite regardless of whether it actually exceeds one year. Thus, any amounts withheld in connection with the employee's travel expense reimbursements would not be refundable if the assignment ends prematurely.
3. Temporary assignment extended – If a temporary assignment is realistically expected to last for one year or less, but at some later date is extended to exceed one year, then the assignment shall be treated as temporary until the date the employee's or employer's realistic expectations change. Thus, travel expense reimbursements would not be taxable for the period of the assignment that was expected to be temporary. Travel expenses reimbursed thereafter must be included in the employee's income subject to withholding.

### J. Conferences, convention and meetings

1. Should be arranged to avoid or minimize cost, including lodging and meals.
2. Lodging at conferences sponsored by the State of Arizona (i.e., agencies, boards, commissions, authorities, councils or committees) – Agencies that sponsor conferences that include conference designated lodging should arrange the conference to be held at a location where the lodging rate charged does not exceed the State maximum rate for that location.
3. Lodging at conferences not sponsored by the State – Reimbursement for lodging while attending a non-State sponsored conference may not exceed the least expensive single room rate published in the conference brochure for the conference designated lodging establishment.
4. Meals at conferences – Reimbursements for meals during the conference in excess of the maximum individual meal rate may be allowed when:
  - a. The charge for the meal is not included in the conference fees; and
  - b. The meal features a speaker, formal panel discussion or other activity integral to the purpose of the conference.
5. Recreation and social activities – No reimbursement will be made for recreational or social activities that may be offered in connection with the conference.

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### K. Lost, duplicate or copies of receipts/bills –

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 Original". The photocopy must be signed by the traveler, the traveler's supervisor, and the Controller.
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 credit card receipt is required showing the employee paid for the lodging. In addition to the canceled check or credit card receipt, a letter must be prepared by the supervisor in lieu of the original or photocopy of the lodging receipt. The letter must contain the name of the traveler, the dates of the travel, the name, address and telephone number of the lodging establishment, cost per night and the total cost of the lodging.
3. The letter should also include the reason(s) why an original or photocopy of the lodging receipt is not available. This letter should also be signed by the Controller.

### L. Travel Advances

1. Travel advances are not authorized for employees that are issued a Coconino Community College procurement card.
2. Employees that have not been issued a Coconino Community College procurement card may request a travel advance on the Travel Request Form.
3. The amount of the request is limited to amounts that are expected to be incurred for lodging and meals.
  - a) The employee must be expected to be in travel status for at least 3 consecutive days.
  - b) The amount of the advance is limited to 80% of the expected lodging and meals.

### M. CCC Procurement Card – See procedure 202.03 Procurement Card for details.

### N. Travel Insurance

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1. Types of insurance coverage – Coconino Community College provides specific types of insurance coverage for its employees when traveling domestically and internationally. Specific types of coverage include:
    - a. Automobile coverage
      - 1) College vehicles – Coverage is provided to College employees when driving College vehicles within the course and scope of employment and authorization.
      - 2) Private vehicles – Employees driving privately owned vehicles are required to provide their own insurance. Liability coverage is provided on an excess basis for private vehicles driven within the course and scope of employment and authorization. Physical damage is not covered.
      - 3) Leased/rented vehicles – When renting or leasing vehicles, neither liability insurance coverage nor collision damage waivers should be purchased by the traveler. Leased vehicles are covered on a primary basis for auto liability and physical damage. Rental vehicles are covered for excess liability over what is provided by the rental company. Physical damage to the rental vehicle is covered on a primary basis when being used in the course and scope of College authorized activities.
    - b. Employee-owned property (including vehicles) is generally not covered by College insurance.
  2. Travel outside the United States (including Mexico) – For information related to travel outside the U.S., refer to the ADOA Risk Management website at [www.azrisk.state.az.us](http://www.azrisk.state.az.us).
- O. Other travel issues
1. Travel training – Travel training is provided by the Business Office on an individual basis. Please contact the Accounts Payable Specialist or the Controller to set up travel training.
  2. Key employee travel – 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 accident

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could seriously affect the functioning of the College. This risk should be considered when making travel arrangements.

3. Travel awards – Benefits from any airline, lodging or other travel promotion (such as free tickets or free lodging) that are obtained through official College travel belong to the College.
4. Personal expenses – The following is a list of activities and expenses that may be incurred prior to or during travel that are considered personal in nature, and are not reimbursed by the State. This list is not all inclusive and should be used as a guide only.
  - a. Passport and visa expense including the actual cost of obtaining a passport, visa, tourist card, and necessary photographs; cost of certificates of birth, health, identity, and related affidavits
  - b. Airline clubs
  - c. Entertainment including sporting events, cultural events, movies and other activities
  - d. Liquor, wine, or other alcoholic beverages
  - e. Illegal substances
  - f. Gifts provided to co-workers, family members, or other
  - g. Flight or travel insurance
  - h. Traffic citations
  - i. Currency conversion and check cashing fees
  - j. Traveler's checks
  - k. Magazines and guides
5. **Luxury Water Travel – Traveling to an international destination by ship, or travel to attend a conference or convention on a cruise ship, is generally prohibited by CCC.**
6. Vendor Travel – Payment for vendor travel will be processed through the CCC Procurement/Accounts Payable departments.
7. Business Meeting – The cost of meals at business meetings when not in travel status is normally not reimbursed. See related procedure 202.02 Official Functions Administrative Procedure.

### P. Appendices

1. Appendix I – Travel Request
2. Appendix II – Travel Claim
3. Appendix III – Student Field Trips
4. Appendix IV – State of Arizona Travel Policy Supplement I – Maximum Transportation, Lodging and Meal Reimbursement Rates

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5. Appendix V – State of Arizona Travel Policy Supplement II – List of Statutory Authority
6. Appendix VI – State of Arizona Travel Policy Supplement VI - Airport Parking Fees

### Q. Background

1. References: Arizona State Travel Manual
2. Revision history: none
3. Legal review: none
4. Sponsor: Business Office

Guidelines effective: 06/23/2010

**COCONINO COMMUNITY COLLEGE**