

Policy Number: 5.7

Title: Travel Policy

Effective Date: April 27, 2010

Policy

Local and distant travel to accomplish the mission of the College and to enhance the development of the institution, its personnel and students, will be supported by College resources. It is expected that resources will be used efficiently and effectively for these purposes.

All travel is to be requested, authorized, scheduled, logged, and reimbursed through current procedures and forms. The President of the College will establish and implement procedures and regulations consistent with state regulations and the intent of the District Governing Board.

Procedures

5.7.0 Administrative Regulations and Procedures for Travel

- A. All official travel, whether in College, rented, or private vehicles, is to be in strict conformance with the law. Violation of the highway safety code could result in a withholding of College-owned equipment for travel purposes. Any citation incurred is the responsibility of the vehicle operator unless it is determined that the citation resulted from a vehicle defect.

In light of the risk to individual employees and of the financial obligations as an employer, all occupants of vehicles used on an approved travel are expected to fasten their safety belts upon entering the vehicle and keep them fastened as long as the vehicle is in motion.

- B. Any operator of a vehicle used for an approved Yavapai College trip must possess a valid Arizona Driver License. Student drivers must be 21 years of age, possess a valid Arizona Driver License and be approved through the Yavapai College travel procedures or occupy the same vehicle as a College staff member. All operators of passenger vans, either College owned or rentals, will satisfactorily complete the College-approved Van Drivers Training Course prior to operating these vehicles.
- C. It is the intent of Yavapai College to reimburse College employees and District Governing Board members for approved expenses incurred while traveling on official College business.

Reimbursement will be made only for the method of transportation that is in the best interest of the College considering direct expense as well as the traveler's time.

The College does not normally provide vehicles for use or reimbursement for mileage for full-time and adjunct faculty members to teach classes. Reimbursement for mileage or use of college vehicles may be approved for full-time and adjunct faculty who must travel to teach at off-campus locations farther than 30 miles from the Prescott, Prescott Valley, Chino Valley, CTEC, Sedona or Verde Valley campuses.

- D. In-State Travel: All in-state travel requests must be approved by a district supervisor. Travel within the state may be by College-owned conveyance, rental, common carrier, or private automobile.

In-state travel includes travel within the borders of the State of Arizona and in adjoining states, provided such travel is within an area no more than one-hundred miles from the Arizona border.

1. College-owned vehicles may be used for in-state travel if available. Travel expenses will be charged to the appropriate travel budget at current rates as determined by odometer readings. **Please contact Facilities Management for additional information pertaining to the use of College owned cars or vans.**
 2. Private automobiles can be used for College business. Automobile travel will be reimbursed at the current rate per mile for the most direct, regularly-traveled route as determined by odometer readings or by an established map distance depending on circumstances. A Travel Request Form must be completed in all cases to place the employee on travel status for purposes of workers' compensation insurance and per diem expense purposes.
 3. Bus lines - regularly scheduled intercity bus lines may be used when other means of transportation are inconvenient or uneconomical. A copy of the bus ticket must be submitted with other receipts as required.
 4. Rental Car - Some trips require the use of rental cars. The receipts are required for reimbursement.
- E. Out-of-State Travel: Travel within the parameters of the United States other than Arizona or beyond one-hundred miles of the border of an adjoining state is out-of-state travel and may be by common carrier, (bus, rail, airplane) private automobile, College-owned vehicle, or a rental car. Such travel must be approved in advance by the President or designee.

1. Airlines - All air travel is to occur at the coach rate, with arrangements according to one of the following options:
 - a. Ticket Purchase from Airline: After a travel authorization has been completed, the individual may choose to make ticket arrangements with the airline. Ticket costs may be included in an advance or be reimbursed along with other allowable trip expenses. A copy of the ticket stub or an electronic ticket receipt must be submitted with other receipts.
 - b. Ticket Purchase from Travel Agent: The individual may elect to investigate flight details, purchase tickets through a travel agency, and complete the Travel Request Form based on information received.
 - c. A copy of the airline ticket stub must be submitted with other receipts, irrespective of which option is utilized.
 2. College-Owned Conveyance - the President or designee, may authorize the use of College vehicles outside the state when he/she ascertains that no other means of transportation is available and a vehicle is available with no conflict.
 3. Private Vehicle - private vehicles may be utilized for out-of-state travel. Reimbursement is at the current rate per mile based upon an established map distance or the regular air coach rate from Phoenix plus travel allowance to/from Phoenix, whichever is less.
 4. Rental Cars: A traveler may use a rental car while on out-of-state 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 rental car expense should normally be less expensive than a shuttle, taxi or another alternative method of transportation.
- F. Out-of-Country Travel: All travel outside the borders of the United States must be approved by the College President and receive prior authorization by the College's insurance company. Direct all requests for authorization for out-of-country travel to the College Risk Manager.
- G. Any exceptions to travel regulations and procedures must be approved by the College President.

5.7.1 Travel Request Form Procedures

- A. Requests for all types of travel are to be processed using the Travel Request Form. Travel costs include lodging, meals, transportation costs, conference/registration fees or other justified College-related expenditures.

- B. Travel Request Forms are available from the Prescott Business Office or Department Liaisons. The Travel Request Form must be completed and authorized prior to any trip to ensure workers' compensation insurance coverage.
- C. The originator completes the travel form and has it signed by their direct supervisor. The final authorized signer will send the travel form to the Travel Clerk in the Prescott Business Office.
- D. The Travel Clerk will assign a number to the travel request. If a college vehicle is requested, the Travel Clerk will fax a copy to Facilities. Facilities will assign a vehicle if available.
- E. If a college vehicle is assigned, before departure (during office hours), the originator will pick up the travel packet from Facilities. The packet will include keys and credit cards, if applicable.
- F. Upon return, the originator is to return the travel packet, including keys and credit card to Facilities on the next business day. Prescott Campus personnel may utilize the drop box located outside Building 12, where vehicles were picked up.
- G. The traveler should forward the completed form to the Business Office, and Business Office staff will return the third (green) copy to the department liaison.

5.7.2 Travel Expense Allowance

- A. Lodging Reimbursement - When an employee has been on overnight travel, reimbursement may be claimed for actual cost of the room not to exceed the applicable amounts. To be eligible for lodging expenses, the traveler must travel outside a radius of 50 miles from the traveler's personal residence and duty post.
 - 1. Government or other discount rates should be requested for rooms.
 - 2. Receipts are required and must be originals issued by the lodging establishment. A credit card receipt is not acceptable.
 - 3. Reimbursement for lodging expense at other than a commercial establishment is not allowed. When lodging is shared with individual(s) not on College business (such as a spouse), reimbursement shall not exceed the single room rate.
 - 4. Exceptions to above - Actual lodging cost may be reimbursed if:
 - i. Official institutional representatives, attending a conference, convention, or other formal meeting, stay at a conference-designated hotel, or;

- ii. If a situation exists that makes compliance with the above maximums impractical, and the College President or designee approves.

Maximum lodging, meal, and incidental rates may vary if the city being visited is considered a high-cost city. Refer to <http://www.gao.az.gov/travel/> for the current in-state and out-of-state Reimbursement Rate Index (included in the State of Arizona Accounting Manual). If the city being visited is not listed as a high-cost city, the default rates for lodging and for meals for a partial day travel are to be used.

- B. After the meal and incidental rate has been determined for the city being visited, the breakdown can be used for partial day travel. Refer to <http://www.gao.az.gov/travel/> for the current partial day breakdown.
- C. Mileage Reimbursement Rate – Current Rate included on Travel Request Form.
- D. Meal Reimbursement:

To be eligible for meal expenses, the traveler must be on overnight travel (travel outside a radius of 50 miles from the traveler’s personal residence and duty post).

When an employee is on overnight travel status , the following times indicate eligibility for meal reimbursement.

1. To be reimbursed for 1 meal, a traveler needs to be in travel status for at least 6 hours.
2. To be reimbursed for 2 meals, a traveler needs to be in travel status for at least 12 hours.
3. Lastly, to be reimbursed for 3 meals, a traveler needs to be in travel status for at least 18 hours.

Meal cut off hours are as follows:

Travel Status Hours	Meal Consume Time	Breakfast	Lunch	Dinner
At least 6	12:00 am – 10:00 am	Yes	No	No
At least 6	10:01 am – 4:00 pm	No	Yes	No

At least 6	4:01 pm – 11:59 pm	No	No	Yes
At least 12	12:00 am – 4:00 pm	Yes	Yes	No
At least 12	10:01 am – 11:59 pm	No	Yes	Yes
At least 12	4:00 pm – 10:00 am	Yes	No	Yes
At least 18	12:00 am – 11:59 pm	Yes	Yes	Yes

- E. Only employees are eligible for reimbursement for meals and lodging while on travel status. (Professionals are paid as part of a consultant fee, and students are paid as described under J. below.)
- F. Receipts are required for all expenditures in excess of \$5 except for meals.
- G. Incomplete travel reimbursement requests will be returned to the sender. Reimbursements exceeding the approved amount by more than 10% will be returned to the original authorizing person for validation prior to payment.
- H. Student meals and lodging are handled through the group supervisor, usually on an “advance” basis. Each trip must be supported by receipts for expenditures or by student signature if the funds are paid out directly to the students.
- I. Certain other expenses beyond transportation and subsistence are reimbursable when on travel status. Such items include garage and parking charges and communication expenses.

5.7.3 Travel Advances

- A. Obtaining Advances: Requests for all advance(s) and payment(s) must be in the Business Office five (5) working days before needed.
- B. Travel per diem advances may be requested if overnight travel is involved and total trip expenses exceed \$50. No employee travel advances will be made for less than \$50.
- C. The originator is responsible for picking up the advance from the Business Office and returning any unused amount to that office.
- D. Returning Reconciled Travel

Employees who have not returned completed travel forms within five working days from the date of the trip will receive a reminder. If no response is received by the Business Office, a reminder will then be sent to the employee's supervisor.

All employees are allowed one personal phone call per travel day. Personal call(s) are limited to five dollars per travel day. Employee or family emergency calls are an approved exception to this limit.

Employees are encouraged to use the least expensive phone service available. If the employee has access to a cell phone without long distance charges, it should be used when possible for both college business calls and the above personal calls. Hotel telephone long distance service can be very expensive and should be avoided if other alternatives are available.

5.7.4 Accident Procedure and User Responsibility for College Vehicles

Information is included in the Travel Packet outlining the procedure to be followed in case of an accident. The individual is responsible for reporting damage to College vehicles that may occur while vehicle is assigned to him/her whether or not a formal accident report is required.

5.7.5 College Automobile Insurance Coverage

- A. College employees are covered for liability under any and all circumstances within the scope of the employee's duties for both college, rented, and leased vehicles while on approved travel status.
- B. Any driver who operates College-owned vehicles, or passengers in College vehicles with permission by the College, is protected against bodily injury and property damage unless they are in violation of state law or for reason of gross negligence.
- C. An employee driver who operates College-owned vehicles with permission is covered under workers' compensation in accordance with Arizona Statutory Limitations for medical and percentage of salary loss.
- D. A non-employee (student) driver operating a College vehicle with permission is covered by limited medical insurance.
- E. Employee passengers in a College-owned vehicle are covered by limited workers' compensation insurance.

- F. Students, either as drivers or passengers in College vehicles are covered by College insurance, as described above, while traveling.

5.7.6 Insurance on Private Vehicles

- A. Travelers are required to have the legal limited amount of insurance on their vehicles as prescribed by state law. When an employee is on college business in his/her own personal vehicle, the employee's personal insurance is primary, and the college's insurance is secondary.
- B. College insurance will not pay the individual for damage to the private auto or provide liability coverage for such vehicle. The individual must have his own vehicle insurance to cover these risks per ARS 28-4009. Individuals who use private vehicles on College business do so at their own risk and are entitled to expense reimbursement at a set rate per mile.
- C. Employees driving private vehicles on College business are covered by workers' compensation provided the travel is authorized and occurs during the times when individuals are specifically on College business (to and from work does not qualify).
- D. Employees are encouraged to use college or leased vehicles.