



**a. Employee**

The place an officer or employee spends the largest portion of his or her regular working time or the place to which they return upon completion of a special assignment. An employee who has more than one place of work on a regular basis is deemed to have multiple duty posts. A duty post may also be a geographical area, such as different campuses or teaching locations or where the same routes are traveled frequently on one-day trips.

Note: Commute mileage is to be based on no more than one round trip to/from duty post per day.

**b. Others**

The duty post for members of boards, commissions, authorities, councils, and committees who are not full-time employees of the College/District served by the board, commission, authority, council, or committee shall be deemed to be their place of residence.

**7. Governing Authority**

The individual or individuals authorized to approve travel. (See 1.15.3 Approval Authority)

**8. Ground Transportation**

Tolls, taxi, shuttle bus, subway, light rail, streetcar, trains, ride share (Uber, LYFT), etc., use to and from airports, hotels, conference sites, train stations, or bus terminals as needed in order to conduct business is classified as ground transportation.

**9. Incidental Expenses**

Expenses including, but not limited to, gratuities, laundry, baggage handling tips, and other tips. Incidental expenses are covered by per diem and are not eligible for separate reimbursement.

**10. In-County Trips**

Travel within Maricopa County and/or between MCCCCD locations on official business.

**11. In-State Travel**

Travel on official business outside Maricopa County but within the state of Arizona.

**12. International Travel**

Travel outside of the parameters of the United States or its possessions or territories.

**13. Meals and Incidental Expenses (M&IE)**

The cost to supplement sustenance as well as any incidental expenses while in approved travel status.

**14. Non-Employees**

Any person who is not an employee of the District who is traveling for the benefit of or at the request of MCCCCD. This includes, but is not limited to, District Governing Board Members, consultants, special speakers, accreditation committee members, Persons of Interest (POI), Contingent Workers (CWR), and grant recipients.

**15. Official Function**

An activity or item that appears to be outside of the ordinary and necessary function of MCCCCD as a public educational institution, but that provides a tangible benefit and links directly to MCCCCD's educational mission and is reasonable and commensurate in value to the tangible benefit that MCCCCD will receive. Expenses incurred by a traveler for activities or events that are an official function must comply with the [1.16 Official Functions Administrative Regulation](#).

**16. Out-of-State Travel**

Travel outside of Arizona, but still within the parameters of the United States, including U.S. possessions or territories.

**17. Per Diem Rate**

The daily maximum amount (or partial day, if applicable, see 1.15.6 Meal and Incidental Expenses) to reimburse meals and incidental expenses as established by the state of Arizona and accessible at [Accounts Payable Travel Reference](#).

**Note:** the amount allowed for meals is not intended to cover the entire cost of a meal taken while in travel status. The amount is calculated to compensate the traveler for the estimated difference between the cost of a meal taken on the road and cost of a meal prepared at home.

**18. Penny Travel (\$.01)**

A travel authorization that is completed with no expected costs to the employee or the institution. Examples include third party paid travel. These authorizations do not require the traveler to create an expense report and will be closed by the fiscal office.

**19. Personal Travel**

A traveler may be authorized to combine business and personal travel. Only expenses incurred on the days the traveler is on Maricopa business will be reimbursed. If personal travel occurs during time normally scheduled for work, the traveler must charge the time to annual leave.

**20. Professional Growth Funds**

Money made available by the District to support development activities of its employees. Criteria under which

...and are outside the scope of this regulation. However, all awards as part of professional growth fund initiatives are subject to the regulations and procedures outlined in this policy.

21. **Residence**

The actual dwelling place of the individual without regard to any other legal or mailing address. Individual(s) 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 at tangible expense. No reimbursement for lodging or other expenses shall be allowed on the premises of an individual's residence.

22. **Student Group Travel**

Students traveling together for a common event or purpose with at least one MCCCCD employee. One travel authorization is required bearing the total expenses and supporting documentation for the primary employee and all students. All employees traveling must have their own travel authorization. All subsequent travel authorizations for additional employees must reference the primary travel authorization.

23. **Traveler**

Any employee or non-employee of the District who is in approved travel status.

24. **Valid Receipt**

Any proof of payment from an authoritative source (including scanned or Online receipts) that includes sufficient detail to identify the services and/or items purchased. For airfare, car rentals, hotels, and registration fees, the receipt should be in the traveler's name. Exceptions, such as for expenses shared by two or more employees, may be approved by the Fiscal Office.

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Travel for the MCCCCD District Governing Board, its employees\$istric M

**Most Direct Route.** Reimbursement is limited to expense of travel by the most direct and usually-traveled route, by the

Allowable expenses include airfare, personally owned vehicle mileage, bridge and road tolls, necessary taxi, ride share, shuttle, light-rail, subway, train/railroad, bus, ferry or streetcar fares, vehicle rental, and necessary parking fees.

Reimbursement will be made only for the method of transportation that is in the best interest of the College/District considering the travel expense as well as the traveler's time. When more than one traveler uses the same privately owned vehicle, only one claim for mileage reimbursement will be allowed and other travelers should be identified. Reimbursement rates are set by the Arizona Department of Administration and are incorporated by reference.

### **Driver's License/Insurance**

1. Before any employee of the College/District operates any vehicle, including a personally-owned vehicle, while engaged in any work phase of their employment with MCCCDC, either assigned or implied, they must:
  - A. possess a valid Arizona driver's license, and
  - B. have read the MCCCDC Administrative Regulation [4.14 Motor Vehicle Usage](#).
2. The operator of a non-District personally-owned vehicle shall have in force a personal automobile insurance policy consisting of bodily injury and property damage liability limits which complies with Arizona Revised Statutes. Such personal automobile insurance policy shall provide primary coverage.

The District's insurance program may be considered excess coverage for operators of personally-owned vehicles in approved travel status once primary coverage has been exhausted.

The District's insurance program provides coverage to authorized drivers of College/District vehicles when on official College/District business. Passengers must be on official College/District business. Personal property stolen or damaged in an accident in any vehicle is not covered by the District's insurance program.

### **College/District-Owned Motor Vehicles**

1. Every effort should be made to use a College/District-owned vehicle in place of personally-owned vehicles.
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as whether or not the advantages of using a rented vehicle outweigh the costs of other modes of transportation. Reimbursement of motor vehicle rentals must be substantiated by a valid receipt.

2. Travelers using rented vehicles will not be allowed to claim mileage. Reasonable gasoline purchases will be reimbursable if receipts are provided.
3. The use of a rented vehicle for transporting individuals not essential to the travel purpose for which the vehicle was rented is prohibited.

## **Airlines**

1. Airfare may be purchased via a purchase order with an approved travel agency, with a valid purchasing card, or as a reimbursement after travel has taken place. To reduce the liability to the traveler, every effort should be made to use a purchasing card or purchase order to an approved travel agency. Reimbursement for commercial airfare is expected to be at the lowest rate available. However, if this rate does not allow for seat selection at the time of purchase, the lowest fare that includes seat selection is allowable. Receipts are required for baggage fees. Reimbursements are limited to one bag except for reasonable allowances (examples are team travel or international travel).
2. Flight insurance purchased by the traveler is not reimbursable.
3. If a trip is canceled, every effort must be made to recover the credit. The following situations describe the factors to consider when reimbursing for cancellations:
  - A. When the cancellation of the trip was within the traveler's control:
    - i. The traveler must reimburse the District/College for the cost of the ticket.
  - B. When the cancellation of the trip was outside of the traveler's control and:
    - i. No credit is issued – the District/College will cover the cost of the ticket.
    - ii. A credit is issued – the credit must be used for MCCC CD business travel or the traveler can “buy” the credit from the District/College for personal use. If the credit can't be used, the District will absorb the cost of the ticket.

## **4. Change fees**

The purpose of the change fee must be clearly documented in order to be reimbursed.

- A. Change fees can be reimbursed if the change was due to a circumstance or event outside the control of the traveler.
- B. Change fees will be reimbursed if the change enabled the traveler to decrease the cost of the trip by returning earlier than originally planned.

## **Railroads and Buses**

Railroad or bus travel may be used when convenient or economical and if excessive travel time and additional expenses do not result.

## **Ground Transportation**

1. Tolls, taxi, buses, shuttle, light-rail, subway, train, streetcar, ride share, and parking are classified as ground transportation and are allowable. The most economical means of transportation shall be used. Ground transportation for personal activities, such as sightseeing or travel to restaurants, is not reimbursable. The business purpose for the ground transportation claimed must be identified.
2. Ground transportation
  - A.







College Presidents have first line of authority for all international travel involving students, faculty, and staff at their colleges. District Executives have first line of authority for all international travel involving staff in their divisions. The Provost has the authority to recommend for the Chancellor's approval any proposed student education abroad, faculty exchange, or curriculum development initiative or reject the proposals because outcomes are not clear, criteria are not met, or program is not rigorous enough.

An [International Travel Proposal](#) is required for all international travel.

**Travel funded partially or entirely by outside sources.** Travel funded by any outside source requires full compliance with the International Travel Policy, including completion of an International Travel Proposal.

**Approval of expense reports.** Traveler's expense reports shall be approved by the traveler's supervisor and the College/District Fiscal Office. Expense reports for College Presidents or District Executives are to be approved by the Chancellor or designee. Expense reports for vice presidents are approved by the College President. Governing Board Members' and the Chancellor's expense reports will be approved by a District Executive or designee. Reimbursement exceptions may be granted in extenuating circumstances upon review by the Chancellor, Chief Operating Officer, or Chief Financial Officer. When an individual is to remain in approved travel status for longer than 30 days, the Governing Board must approve the claim of lodging and M&IE.

International travel is generally prohibited in instances where either the learning or professional growth opportunity exists in the United States or its territories. See the International Travel Policy for exceptions.

**Reimbursement.** Reimbursements are limited to those travelers in approved travel status. If expenses are to be incurred and/or paid, each employee must complete an International Travel Proposal prior to travel. For group travel (students only), the International Travel Proposal must include a list of students participating in the trip. For travel involving conferences, a conference brochure (or equivalent detailed documents) must accompany the travel proposal. For travel not involving a conference format, documentation to support estimated costs must accompany the travel proposal.

U.S. Department of State (US DOS) allowances will be used for reimbursement amounts for all international travel. The listed amount includes allowances for both lodging and M&IE. Links to information regarding reimbursement amounts for foreign areas is available on the [Accounts Payable Travel Reference](#) website.

**M&IE.** The daily total amount available for out-of-country M&IE should be allocated between meals, when necessary, using the following percentages (these percentages include allocating the incidentals that the US DOS identifies separately):

One travel authorization bearing the total expenses and supporting documentation for the primary employee and all students is required. Additional employees traveling with the group must have a separate approved travel authorization that references back to the group travel authorization. A list of students participating in the trip must accompany the travel authorization, if known at the time of submission. If specific students are not known at the time of the travel authorization submission, a headcount of students participating must be included. A list of students participating must accompany the

15. Magazines, books, newspapers, or movies
16. Optional travel or baggage insurance
17. Parking or traffic fines
18. Personal accident or property insurance
19. Personal car repairs/routine maintenance or locksmith charges
20. Personal entertainment/grooming/gifts/souvenirs
21. Personal sightseeing/tourist activities
22. Preferred seating
23. Priority check in
24. Overweight/oversize baggage fees (except with approval)
25. Trip cancellation insurance
26. Valet parking (except for when self parking not available)
27. Wifi (except for MCCCCD business purpose)

**FAQs.** Additional clarifying and procedural information can be found in the Travel Frequently Asked Questions (FAQs) document available on the District's [Accounts Payable Travel Reference](#) website. The FAQs are intended to address business processes or questions that arise as travel is reviewed and approved and will be updated as needed.

**Other.** Any travel issues that are not specifically addressed within this regulation require review by the Chief Financial Officer or the appropriate designee.