

**ARIZONA WESTERN COLLEGE**

**TRAVEL MANUAL**

**PROCEDURE 360.1**

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NOTE: This is an electronic manual; if it is printed you will not have the link information.

## I. PURPOSE

It is the intent of Arizona Western College to reimburse College employees and District Governing Board members for approved expenses incurred while traveling on College business. The purpose of this Travel Manual is to provide procedures and guidelines for approval and reimbursement of College travel.

Realizing that every possible travel situation may not be addressed in this manual, refer any questions to the following to the Travel Office (928) 344-7616.

Exceptions to the Travel Policy must have prior approval of the Director of Financial Services and Controller or the Vice President for Finance and Administrative Services.

## II. CONTACT INFORMATION

- [Travel Office Webpage](#)
- All travel email correspondence should be sent to:
  - [Travel@azwestern.edu](mailto:Travel@azwestern.edu)
- AdTrav- AIRLINES
  - Create a traveler profile: Required for travelers and travel arrangers  
[AdTrav- Profiles](#)  
After creating a profile allow 24 hours before making a reservation.
- Reservations: [AdTrav- Reservations](#)
- AdTrav - HOTEL & OUT OF STATE RENTAL CARS
  - 1-866-862-3952, ask to speak to a State of Arizona Travel Agent
- Local Car Rental Companies (see [Appendix M](#) for more information)
  - **Avis:** 344-5772 -3040 S. Pacific Avenue  
726-5737 -Airport
  - **Budget:** 344-1822 -Airport
  - **Enterprise:** 344-5444 -2760 S. 4<sup>th</sup> Avenue  
314-4303 -2685 E. 24<sup>th</sup> Street  
726-9923 -Airport
  - **Hertz:** 726-5160 -Airport
- YSTC/Bus Barn schedules the College's vans/buses
  - For assistance call 341-9076/502-8844 or email [d1transportation@yuma.org](mailto:d1transportation@yuma.org) or [vrehkopf@yuma.org](mailto:vrehkopf@yuma.org).

## III. TRAVEL TERMS

- **Addendum:** Required if a substantial change is made to an approved [e-Travel Request](#) or if the final expenses increase by more than 20%, change in destination or if there is an increase to the travel dates. The e-Travel Request form serves as an addendum when "Addendum" is written in the body of the email. The addendum should include the approved Travel Request number and only the changes, i.e.; expense amounts, dates and mode of transportation. An addendum must go through the same approval process as the e-Travel Request form.
- **AdTrav:** State Contracted Travel Agency (requires a [traveler profile](#)).
- **Designated Conference Hotel** (also known as host or overflow hotel): The hotel at which the conference is being held or the hotel(s) specified in the conference/meeting information.
- **Documentation:** Completed registration form, hotel confirmation, agenda, etc.
- **Electronic Forms:** e-Travel Request/e-Travel Expense Claim Forms should be saved as an excel document, which should be attached to an email and routed for approval.
- **In-State Travel:** Travel within the borders of Arizona.

## Arizona Western College Travel Manual

- **Itemized Receipt:** Required for all travels, a proper receipt includes; the name of the business, transaction date, description of items purchased, tax total, total paid and method of payment.
- **Local Travel:** Travel within AWC's two service districts, Yuma and La Paz Counties.
- **Meal and Incidental Expenses -M&IE** –*Set by the State of Arizona* (also known as per diem): Compensation for meals while away from home during travel, which will only be paid if an overnight stay is required and the expense is listed on the [e-Travel Request](#) form. Meal per diem offsets the cost of the traveler's expenses while traveling; it is not intended to fully cover the cost of the traveler's meals.
- **Out-of-State Travel:** Travel outside the state of Arizona.
- **Out-of-Pocket Expense:** An expense that occurs while traveling, i.e.; meals, lodging, baggage fees, internet, taxi and shuttle.
- **Personal Time:** When traveling on College business the traveler may choose to leave earlier or stay longer, this time will be considered as personal time and should be noted on the Travel Request form. Any expenses incurred on personal time will not be reimbursed to the traveler.
- **Post of Duty:** An employee's designated post of duty is the place where the employee spends the largest portion of working time or to which the employee returns on completion of a special assignment.
- **Traveler:** A College employee on approved travel status.
- **Travel P-Card:** Credit card issued by Arizona Western College to an employee who travels more than 2 times a year and is intended to be used for travel related expenses only. A [P-Card application](#) is required.
- **YSTC/Bus Barn:** Yuma Schools Transportation Center maintains and schedules all College vehicles.

### IV. AUTHORITY

The authority for information contained in this manual is provided by the following:

The Uniform System of Accounting and Financial Reporting for Arizona Community College Districts, as prescribed by the State of Arizona, Office of the Auditor General, A.R.S. § 15-1406

- A.R.S. § 15-1406 and § 28-4009
- Arizona Accounting Manual - Travel Section

### V. KEY POINTS

- An [e-Travel Request](#) form is required for all travels and must be submitted prior to departure.
- Approval for travel may be given when an employee must leave their post of duty to conduct official College business. Travel is usually warranted when personal contact is the most effective and beneficial method.
- A State-Contracted Travel Agency, [AdTrav](#), maybe be used for airline reservations, hotel reservations, and/or out of state car rental reservations. Bookings may be for individual segments (e.g. flight only or hotel only) or combined segments (e.g. flight and hotel, but rental car separately).
- If a Traveler has found a hotel that is not a host hotel and the cost is more than the maximum allowable for the area, the traveler may contact [AdTrav](#) to request 3 quotes for other hotels in the area to justify the high cost, or the reimbursement to the traveler will only be the maximum allowance for the area plus taxes. The Athletic Department may use Southwest Hosts for hotel reservations.
- The Administrative Staff for each Departments will be offered training and should assist the traveler in completing an e-travel request and is responsible to assist in making all travel arrangements, i.e.; airline, lodging, College/rental vehicle.

- Travel costs should be fair and reasonable, but planned for the convenience of AWC employees, by using the most economical means.
- All travel arrangements should reflect an understanding of the AWC Travel Policy and [P-Card Policy](#).
- In-state and out-of-state travel, are conducted according to the AWC Travel Policy regardless of funding source. Examples of funding sources are: institutional budget, grants, federal, state and local agencies and businesses. If an outside agency is covering any portion of your travel, contact the Travel Office before making travel arrangements. In the event that an outside agency reimburses the college for more than what the traveler's expenses were, the money will be returned to the outside agency.
- The amounts listed in the Meal, Incidentals (M&IE) and Lodging Allowances ([Appendix N](#)) are the maximum allowed by the State of Arizona. Under no circumstance may an employee claim reimbursement for more than actual expenses incurred and allowed as set forth in Appendix N.
- Any change, at time of travel, in attendance or roster change requires that a new/revised roster be provided to the Travel Office prior to departure.
- The President may rescind any travel.
- The traveler must contact the Travel Office with any change in travel itinerary or plans that incur additional cost(s) to the travel prior to incurring such expense.

## VI. e-TRAVEL REQUEST

### 1. Authorization for Travel

- An [e-Travel Request](#) form ([Sample](#)) is required for all travels. The e-Travel Request form must be submitted, **via email**, as follows:
    - To:** Supervisor
    - Subject:** Traveler's Last Name, Departure Date and Destination
    - \*\*Only attach one (1) e-Travel Request form per email request\*\*
    - Attach the completed excel e-Travel Request form to the email (not a PDF)
    - Attach any required documentation to this email
  - Route email for approval to the employee's Supervisor and College Official, which must then be received by the Travel Office before traveling on College business.
  - Employees attending the same event in which a separate cost is associated with each Traveler, such as registration fee, will require each traveler to submit an individual [e-Travel Request](#) form; each e-Travel Request must include proper documentation. However, multiple travelers attending the same event at no additional costs will only be required to submit one e-Travel Request in which the main traveler holds all of the expenses.
  - If students are traveling with a College employee, a Colleague class roster/athletic team roster, with student ID numbers listed, must be submitted to the Travel Office; chaperones, assistant coaches and trainers must also be listed on the roster.
  - Before submitting an e-Travel Request form, funds covering the total estimated expense(s) must be in the designated budget code listed on the e-Travel Request. It is the individual Department's responsibility to be sure there are sufficient funds in your respective budgets for your travel expenses.
  - College Officials will submit approved e-Travel Requests to the Travel Office for recording and processing.
  - Once recorded and processed, the traveler will receive an electronic copy of the approved e-Travel Request via email.
- ### 2. Open-Ended Travel- Not to exceed a fiscal year
- Local travel within the College's two service districts, Yuma and La Paz Counties is authorized through the use of an "Open-Ended" Travel Request usually for mileage only. Also, M&IE for anticipated recurring travel to the same destination outside of a 50 mile

radius but still within the College's service districts may be authorized with an "Open-Ended" Travel Request for a period of time.

- To submit an Open-Ended Travel Request, simply complete an [e-Travel Request](#) form ([Sample](#)) and type "Open-Ended" as the purpose of travel. The e-Travel Request form must be submitted, **via email**, as follows:

**To:** Supervisor

**Subject:** Traveler's Last Name, Open Ended Travel

**\*\*Only attach one (1) e-Travel Request form per email request\*\***

-Attach the completed excel e-Travel Request form to the email (not a PDF)

- Route email for approval to the employee's Supervisor and College Official, which must then be received by the Travel Office before traveling on College business. The Travel Office will create a Blanket Purchase Order in the Traveler's name for reimbursement.
- Once recorded and processed, the traveler will receive an electronic copy of the approved e-Travel Request via email.

### 3. Out-of-State Travel

- If traveling to Alaska or Hawaii, contact the Travel Specialist for per diem rates.

### 4. Out-of-Country Travel

- President approval is required for all travel to foreign countries.
- The President may rescind travel to a foreign country at any time.
- Contact the Travel Specialist for per diem rates.

### 5. Cancellation of Travel

- Notify the Travel Office, in writing, the first working day following the cancellation of Travel.
- The traveler is responsible for canceling all reservations with the exception of airline tickets. This includes lodging, conference, rental car or [YSTC/Bus Barn](#) reservations.
- Airline reservations will be canceled by the Travel Office.
- If a registration fee was paid for a conference, it is the traveler's responsibility to cancel the registration and to request a refund.

### 6. Driver's License

- A valid driver's license is required if the traveler is driving a College-owned, private or rental vehicle while on College business. To satisfy insurance requirements, the traveler must enter his/her driver's license number on the e-Travel Request form. The supervisor's approval of the e-Travel Request is prima facie evidence the supervisor has verified that the traveler has a valid driver's license.
- If transporting students, the driver will also be required to present his/her Arizona driver's license to the Travel Office. A three (3) year motor vehicle report (MVR) will then be processed, determining if the driver is eligible to transport students. The Travel Office cannot process out of state MVRs; however these are required for all drivers transporting students. Please contact your State's Department of Motor Vehicles or your insurance company to obtain your MVR.

### 7. Transportation

- When travel is anticipated, departments are expected to consider the various means of transportation from the standpoint of cost, including personnel time, before authorizing a particular method. Reimbursement will be made only for the method of transportation which is in the best interest of the College considering the travel expense as well as the traveler's time. Expenditures for transportation necessary for College business are reimbursable within reason. Mileage records are required for reimbursement.
- Reimbursement is limited to expense of travel by the most direct and usually traveled route. An employee traveling by an indirect route for pleasure or convenience will be reimbursed only up to the amount required for travel by the most direct route.
- If a motor vehicle is used instead of airlines, for travels that are outside of Arizona and Southern California, [lodging and M&IE allowances](#) will be calculated as though the employee had traveled by air. The traveler will be reimbursed for mileage, M&IE and

lodging incurred, up to the amount of airline quoted.

- The traveler is expected to observe all traffic regulations and is personally responsible for any traffic and parking violations incurred while on College business. The College will not assume responsibility or make reimbursements for violations, fines or penalties.

**a) Airlines**

- The College will only reimburse for economy class airfare.
- Travelers will submit an airfare quote along with their [e-Travel Request \(Sample\)](#) to their supervisors for approval. Airfare quotes may be obtained from the State-Contracted Travel Agency, [AdTrav](#), or an “off-contract” booking agent (e.g. individual airlines, discount travel websites, etc.).
- Travelers may not book flights prior to email authorization from the Travel Office.
- Booking and payment of flights may occur in one of two ways:
  - **AdTrav Bookings:** The traveler may only book a flight after receiving email authorization from the Travel Office. The traveler is responsible for creating a booking that allows the Travel Office one business day to respond to AdTrav’s request for flight approval. Airfare booked by the traveler that is not approved by the Travel Office within 24 hours is automatically cancelled. All flights booked on AdTrav are paid for by the Travel Office; Travel P-Cards may not be used by the traveler.
  - **Off-Contract Bookings:** The traveler may only book a flight after receiving email authorization from the Travel Office. The traveler must inform the Travel Office that they have booked an off-contract flight by the next business day. Upon notification, the Travel Office will compare the traveler’s off-contract booking to fares obtained on AdTrav for like travel. AWC will only reimburse the lower amount of the two options. The traveler may choose to use their personal credit card and be reimbursed, or they may use their own Travel Pcard.
- Benefits from any airline promotion, such as free tickets for frequent fliers, is property of the College and must be turned in to the Travel Office.
- Checked bags are limited to one per traveler; industry standard is \$25.00 per bag or \$50.00 round trip. An itemized receipt must be submitted for reimbursement of baggage fees incurred.

**Charter Air Service**

- Chartered air service for travel is permitted provided a common carrier is not feasible or an alternate mode of travel is impractical. The appropriate College Official must determine if such travel is justified and is in the best interest of the College.
- Chartered air service may only be obtained from a FAA licensed commercial flight operator.
- Original itemized receipts are required for reimbursement of chartered air service.

**Private Airplane**

- Travel by private airplane is not allowed by the College.

**b) College-Owned Vehicle**

- See Governing Rules to Operate A College-Owned Vehicle on page 11.

**c) Privately-Owned Vehicle**

- Travel by privately-owned vehicle will be reimbursed at the rate approved in [Appendix L](#). Reimbursement is based on whole miles traveled by way of the most direct route. [Mileage Chart](#), odometer readings, [Google maps](#) can be used as supporting documentation for mileage reimbursement. The rate is set by the Department of Administration and approved by the Joint Legislative Budget Committee.



- When completing the [e-Travel Request](#) form, mileage should be submitted based on the [Mileage Chart](#). However, travelers may submit actual odometer readings for mileage reimbursement on the [e-Travel Expense Claim](#) form; otherwise the Mileage Chart will be used for reimbursement.
- Employees using privately-owned vehicles for College business do so at their own risk and must have a valid driver's license and current adequate vehicle insurance. The vehicle owner's insurance provides primary insurance coverage when privately-owned vehicles are used for College business. Insurance for privately-owned vehicles will not be provided by the College.
- Mileage expense for travel between home and designated post of duty is not allowed. When travel begins or ends at the individual's residence, the mileage shall be computed either from the designated post of duty or home, whichever is shorter.

**d) Rental Vehicles**

- Use of rental vehicles shall be limited to instances where it is to the advantage of the College and not for the personal convenience of the traveler. The College will only reimburse for a midsize/intermediate vehicle, provided a receipt is submitted with the [e-Travel Expense Claim](#) form. ([Sample](#))
- Only College employees and current students will be allowed to travel in a rental vehicle.
- Rental car companies operate on a 24 hour clock and allow a 30 minute grace period. Example: if a rental vehicle is checked out at 6:00 PM today, it will need to be returned by 6:00 PM tomorrow, however with the grace period this would extend to 6:30 PM.
- The traveler with the rental vehicle expense listed on his/her e-Travel Request form must be the one to check out the rental vehicle. The traveler must also include an estimated gas expense on his/her e-Travel Request, which must be paid by the traveler.
- The itemized rental vehicle receipt must be submitted with the [e-Travel Expense Claim](#) form even if the rental was paid directly by the college.
- Insurance offered by rental car companies is not necessary and therefore, is not reimbursable. College employees are automatically covered on the [College's insurance policy](#) while on approved College business.
- Rental cars that need to be rented for a departure from Yuma for an out of town travel need to be reserved by calling a [local rental car agency](#), in order to receive the negotiated daily rental rate.
- AWC has negotiated rental rates with a few [local rental car agencies](#). Only the negotiated rate will be allowed. Please note that AWC usually only reimburses/allows midsize/intermediate vehicles. However, larger vehicles are allowed when larger groups are traveling.
- Travelers **must always** return rental vehicles with a **full gas tank**. Rental car companies charge around \$9.00 per gallon plus taxes if a rental is returned without the Traveler refueling. The College will not reimburse for any amount above the market rate and the Traveler will be responsible for anything in excess of the market rate.
- Prepaid gas receipts are not considered a valid receipt. Gas receipts must include date, time, location, number of gallons purchased and price per gallon.
- Rental car companies now offer a toll service. This service allows the traveler to drive through express lanes at toll booths. If the Traveler does not purchase the toll service and comes across toll roads while in a rental vehicle the traveler must stop and pay all toll fees. If the traveler does not pay the toll fees, a statement from the rental car company is usually sent to the College for the toll fees plus a convenience fee. The cost of the toll fees will be covered by the College, however the convenience

fee is not and will be passed on to the traveler as a personal expense.

- AWC now uses Triple A's Roadside Assistance for all College Owned Vehicles/Rental Vehicles. Please keep in mind that there are circumstances that can be resolved without using this service and AWC asks that you utilize those options first. All services will be paid from the traveler's budget at the end of the month. To use Triple A's Roadside Assistance call 877-725-4669, chose option #2 for AAA fleet. Each AWC owned vehicle has a resource guide that includes the AAA Fleet information and identification number for the vehicle. For rental vehicles, the identification number is 4393897 00. If you don't know your number you can contact the Travel Specialist. See Below for rates:
  - \$149.00 charge for a tow or wench service. Tow is for a 50 mile radius, anything over 50 miles will be charged \$3.00 per mile.
  - \$198.00 for a battery jump, lock out, fuel delivery, and spare tire change. Please note that AAA doesn't provide tires.

**e) Shuttles and Taxis**

- Shuttles and taxis are reimbursable with an itemized receipt. Generally, these are only allowed to and from the airport, as well as to and from events.

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

- Reimbursement may be claimed for meals and incidental expenses, not to exceed the maximum allowable amounts.
- A traveler is eligible for meal allowance (per diem) when an overnight stay is required and if the travel is more than 100 miles away from the traveler's post of duty. Daily meal allowance, including incidental expenses such as tips, may not exceed the maximum M&IE (per diem) stated in [Appendix N](#), set by the State of Arizona.
- Whenever a meal is provided at no additional cost to the traveler, (meals provided by conference, hotel, etc.), the traveler will not be entitled to any meal allowance for that meal.
- If eggs or meat is part of the provided breakfast, the meal is not reimbursable.
- Meals satisfying special dietary needs will generally be provided by conferences, hotels, etc. if requested by the traveler. It is the traveler's responsibility to make, 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 that 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 need of the traveler that could not otherwise have been accommodated.

**a) Criteria by meal for allowances:**

- **Breakfast** - When travel commences at or before 5:00 AM or ends at or after 9:00 AM and an overnight stay is required.
- **Lunch** - When travel commences at or before 11:00 AM or ends at or after 2:00 PM and an overnight stay is required.
- **Dinner** - When travel extends to 7:00 PM or beyond, or when the traveler leaves for overnight travel at or before 7:00 PM.

**b) Meals with a Travel Pcard**

- The same allowances apply for Travel Pcard holders.
- Options for meals with Travel Pcards:
  - Charge all meals to the Travel Pcard
  - Claim all meals as per diem as an Out-Of-Pocket expense. This will require the cardholder /reconciler to create one or more OOP Expense entry in the online Pcard system.
  - Charge some meals and claim per diem for the rest of the allowable meals, the traveler is entitled to, as an Out-Of-Pocket expense. This will require the cardholder /reconciler to create one or more OOP Expense entry in the online Pcard system.

- Submission of meal receipts is not required when meals are either charged to the Travel Pcard or claimed as an Out-Of-Pocket expense as long as such charges or claims fall within the specified per diem rate. The traveler is responsible for meal charges that exceed the specified per diem rate.
- Travel Pcard holders may only use their Pcards to pay for their own meals, unless traveling on a field trip. At which time the cardholders may pay for all AWC employees and Students meals allowable.

**c) Meals for Athletic Team Travel and Field Trips**

See Athletic Team Travel and Field Trips on page 10.

**9. Lodging**

- AdTrav can be used when making a hotel reservation by calling 866-862-3952.
- A traveler is eligible for lodging if traveling more than 100 miles away from his/her post of duty and justification has been provided that would require that the traveler depart earlier than 6:00 AM or return to their post of duty/home after 9:00 PM.
- The College will only reimburse for lodging when a traveler stays at a commercial establishment and an itemized lodging receipt is submitted along with an [e-Travel Expense Claim](#) form.
- Using a debit card upon check-in at a hotel will most likely mean that the hotel will put a “hold of funds” on the traveler’s debit card. It is recommended that a traveler use a credit card upon check-in, to avoid a “hold of funds”.
- The traveler is responsible for making sure an itemized lodging receipt can be obtained. Itemized receipt must include the following: hotel name, traveler’s name, dates of stay, room rate, taxes and fees listed separately.
- The daily lodging allowance, not including taxes and fees, may not exceed the maximum rate stated in [Appendix N](#) unless a designated conference hotel is used.

**a) Shared Lodging**

- If a room is shared by two or more travelers and using different budget codes, each traveler is responsible to pay for their own portion of the lodging expense. Unless one of the travelers sharing a room with another employee has a Travel P-Card, then only 1 payment is required by using the traveler’s Travel P-Card.
- If multiple payments are made on a shared lodging one of the travelers must submit the original itemized lodging receipt showing the methods of payments. The other traveler(s) must submit a photocopy of the lodging receipt for their portion of the expense. However, each receipt (original and photocopies) must be marked “Shared Lodging” and must include the names of all travelers sharing the room. Reimbursement per person shall not exceed the amount allowable per person at the single room rate.
- If lodging is shared with an individual not on College business (such as a spouse) reimbursement shall not exceed the single room rate.
- Benefits from any lodging promotion, such as free days lodging are property of the College and must be turned in to the Travel Specialist.
- Travelers electing to stay at a designated conference hotel must submit documentation with the e-Travel Request, stating the establishment is a designated hotel for the event, which should include the room rate for the group/event. Accommodations at an alternate hotel in the immediate vicinity of the conference may be considered if the cost is equal or lower than the cost of the designated conference hotel.
- If a lodging establishment cannot be found within the stated per diem rate listed in [Appendix N](#), the traveler must provide the Travel Office with three (3) price quotes from AdTrav in which the lowest of the three (3) quotes will be approved.

**10. Other Allowable Expenses**

**a) Internet**

- Internet fees incurred while conducting College business are allowed, however, an

itemized receipt must be submitted for reimbursement.

**b) Parking Fees**

- Parking fees are allowed, however, an itemized receipt must be submitted for reimbursement.
- **Sky Harbor Airport Parking:** for airport parking in Phoenix, travelers will be reimbursed the lesser of the actual amount incurred, not including any increased fee for covered parking, or, cumulatively, \$6.00 per day. Travelers may use the facility of their choice, including, but not limited to, those listed below:
  - [The Parking Spot-Van Buren Street- Reservations](#)  
Located at 4040 E. Van Buren street, Phoenix, AZ (602)286-9212, 24/7 service. \$5.59 per day for uncovered parking. Covered parking is available at \$6.84 a day (of which only \$5.59, plus tax will be reimbursed).
  - [The Parking Spot Membership](#)  
To receive the State discount card for the Sky Harbor Airport in Phoenix, a membership will need to be completed by the traveler. Membership is free and is available to all College employees.
  - [Sky Harbor Airport Parking](#)  
Located at 402 South 40th Street, Phoenix, AZ (602) 273-7007, 24/7 service. \$5.00 per day plus a one-time \$3.00 fuel service charge. Covered parking is available at an additional \$2.00 per day (which will not be reimbursed).

**\*\*Note** Sky Harbor Airport Parking is **not** the City of Phoenix “Sky Harbor” airport parking; short term or long term facilities.

**c) Airline Baggage Fees**

- Checked bags are limited to one per traveler; industry standard is \$25.00 per bag or \$50.00 round trip. An itemized receipt must be submitted for reimbursement of baggage fees incurred.
- If there is a need for more than one bag to be checked, the traveler must e-mail the Travel Office with justification and request for an exception, prior to traveling.
- Most airline companies will charge the passenger less money to check-in bags online versus at the airport; however, the rates are subject to change. It is the traveler’s responsibility to go to the airline’s website and complete the check bag request.

**VII. TRAVEL ADVANCES**

- A travel advance may be requested by the traveler for “out-of-pocket” travel expenses, unless the traveler has a Travel PCard.
- To receive an advance, an approved [e-Travel Request \(Sample\)](#), with the Travel Advance section completed, must be received by the Travel Office, at least eight (8) business days before the advance is needed.
- Expenses such as rental vehicles, gas and mileage cannot be issued in an advance unless this expense is for a field trip/student travel.
- If a traveler has been identified as a frequent traveler and deemed necessary for the traveler to obtain a Travel PCard, advances and registration fees will not be issued once the traveler has received his/her Travel Pcard. However if a vendor does not accept credit cards an exception will be made to issue a check to that vendor. If a traveler refuses to use the Travel P-Card, it is understood that no advances will be issued on the behalf of the traveler, with the exception of airline ticket.
- A travel advance is issued in the form of a College check or e-check. To sign up to receive a travel advance via e-check, please follow these steps:
  - Go to [azwestern.edu](http://azwestern.edu)

- Under **Quick Links**, click **WebAdvisor/Register**
- Log in using your AWC User ID and password
- Go to the **Faculty** or **Employees** tab
- Under **Financial Information**, click on **Bank Information**
- Banking information must be entered at least one week prior to receiving travel advance for advance to be issued by E-check
- An advance is issued the Thursday prior to the traveler's departure date.

#### **VIII. e-TRAVEL EXPENSE CLAIM FORMS-Reimbursement of Expenses**

- District Governing Board members and Arizona Western College employees are reimbursed for travel related expenses incurred while traveling on authorized College business according to the rates set forth in this manual.
- Courtesy emails are sent to the traveler upon return from travel, which include the e-Travel Expense Claim form and the due date for submitting the e-form.
- An [e-Travel Expense Claim \(Sample\)](#) must be submitted to the Travel Office within eight (8) business days following the traveler's return, and must include itemized receipts for audit of claim form by the Travel Office.
- If the traveler misses the (8) business days to submit their Travel Expense Claim form, the traveler understands that he/she now forfeits their reimbursement. However, if the traveler received an advance, the excess advance dollars are to be paid immediately.
- An e-Travel Expense Claim form is no longer necessary for the following:
  - Travels netting \$0.00
  - Expenses that are paid by the College directly to the vendor(s), i.e.: YSTC/ Bus Barn, registration fees, etc.
- In the event that a traveler owes money back to the college an email from the Travel Office will be sent to the traveler letting him/her know the amount owed. This amount will need to be paid by close of business the following day.
- An e-Travel Expense Claim form or an e-mail must be submitted to close out any existing Travel Request with expenses if the traveler decides not to claim any expenses.
- Reimbursement for non-perishable items such as: batteries, sunscreen, feminine hygiene products, maps, cooking tools, etc. are not reimbursable through travel. Please contact Purchasing for more information.
- An [Open-Ended Mileage e-Claim form \(Sample\)](#) may be submitted for reimbursement after: each trip, monthly, quarterly, or at the end of the semester, however, the total expenses must reach a minimum of \$25.00. A final e-claim must be submitted by the end of the fiscal year regardless of the amount of expenses.
- Final travel expenses may go over the expenses listed on the approved Travel Request by 20%. Anything over 20% requires an addendum.
- Reimbursement checks for travel expenses are issued within eight (8) business days after a properly completed e-Travel Expense Claim form has been received by the Travel Office.
- e-Travel Expense Claim forms submitted after the fiscal year-end closing will not be processed.

#### **X. MILEAGE REIMBURSEMENT FOR ITN AND TEACHING ASSIGNMENT TRAVEL**

##### **1. ITN Travel**

- If an instructor of an ITN class wishes to meet with students at a campus receiving the telecast, travel reimbursement is at the discretion of the campus receiving the ITN instructor's visit. The campus receiving the ITN instructor's visit is responsible for paying all travel costs, as it is the campus which benefits from the visit. While travel is encouraged to allow students to meet with instructors face-to-face at least once a semester, such travel reimbursement is not guaranteed with an ITN teaching assignment. Limitations on travel funds may preclude



reimbursement for such travel so instructors desiring to travel must consult with the appropriate campus prior to travel.

## 2. Teaching Assignment Travel

- In the event that a full-time faculty member is assigned to teach at a campus other than his/her post of duty or home campus, mileage will be reimbursed at the end of each semester.
- To receive reimbursement, an [e-Travel Request](#) form ([Sample](#)) must be completed indicating the beginning and ending dates of the class and the class and section number. The Travel Request must be received to the Travel Office no later than eight (8) business days after the last day of add/drop for the class. Upon the completion of the class, a [Teaching Mileage Reimbursement Claim](#) form ([Sample](#)) must be completed and submitted to the Travel Office.

## XI. ATHLETIC TEAM TRAVELS AND FIELD TRIPS

Athletic team travels/field trips are trips taken by classes/clubs/teams. Trips where the students meet at the site are not considered travels but rather a change of venue which needs to be approved by the faculty member's Dean or Division Chair. Field trips follow the same policies and procedures as all other College travel with the following additions:

- A Colleague class roster/athletic team roster, with student ID numbers listed, must be submitted to the Travel Office; chaperones, assistant coaches and trainers must be listed on the roster.
- Travels requiring chaperones, for large groups, may complete the [AWC Employee Chaperone form](#).
- All Volunteers need to read [Procedure 486.1](#), complete the [Volunteer Application](#), and turn it into HR.
- A [Field Trip Participant Cancellation Agreement](#) must be completed by each student if prepayment/group guarantee is required by the vendor, such as: airlines, registration fees, lodging, etc. The cancel by date on the Field Trip Participant Cancellation Agreement must be before the date any prepayment/group guarantee is made.
  - Athletic team travels/field trips with no overnight stay are eligible for meal allowance, if the majority of the students reside in the residence halls.
  - A meal exchange may be requested for dorm students by emailing [Angelica.Salgado@sodexo.com](mailto:Angelica.Salgado@sodexo.com) and copying the Travel Specialist.
  - If the faculty member/coach/advisor chooses to provide meals to the students/athletes, one of the two following options must be completed for reimbursement:
    - The faculty member/coach/advisor pays for the students/athletes meal(s) himself/herself then submits the itemized meal receipt(s) with the e-Travel Expense Claim form or Pcard Statement.
    - The faculty/coach/advisor gives each student/athlete a set amount of money. Students/athletes sign the [meal signature sheet](#) certifying the funds received. The faculty member/coach then submits the meal signature sheet with the e-Travel Expense Claim form or Pcard Statement.
  - For field trips, \$4.00 per person may be requested for water/snacks if the travel occurs when a meal would not be authorized. This must be requested on the e-Travel Request form.
  - Game Guarantee
    - The Athletic Office is to submit all executed game guarantee agreements to the Finance and Administrative Services Office for incoming teams and for AWC to travel when a game guarantee check will be incoming to offset travel expenses.
    - Athletic Coaches will:
    - Provide the Travel Office with a copy of the game guarantee contract.

- Use budget code 10-9465-00010-2000 for the amount of the game guarantee on the travel request.
- Reconcile their travel expenses to the 10-9465-00010-2000 account for the amount of the game guarantee. This will off-set the expenses to their team travel budget.
- The Athletic Office is to notify the Finance and Administrative Services Office via email if an incoming team has cancelled their participation, so that an invoice can be sent to the cancelling school for the agreed upon amount for breach of contract.
- Contract will be given to Accounts Receivable for invoicing, against the 10-9465-00010-2000 game guarantee account.
- Check is to be sent or delivered to the Finance and Administrative Services Office for deposit.

## **XII. PROCEDURES FOR TRAVELING IN A STUDENT-OWNED VEHICLE**

Students may use their personal vehicle when recommended/approved by the faculty member/coach/advisor. However approval is pending the completion of the [Waiver of Arizona Western College Provided Transportation](#).

- The vehicle liability insurance of Arizona Western College does NOT provide coverage for student-owned vehicles. Field trips involving student-owned vehicles should be kept to a minimum, and use of commercial transportation is advisable when College-owned vehicles are not available. However, when this is impossible, the following procedure must be followed:
  - State Financial Responsibility Law requires all drivers to carry basic limits of \$15,000/\$30,000 for bodily injury and \$10,000 for property damage. A.R.S. § 28-4009.
  - [Waiver of Arizona Western College Provided Transportation](#) must be completed, signed by the faculty member/coach/advisor, and submitted to the Travel Office, preferably with the e-Travel Request.

## **XIII. PROCEDURES FOR TRAVELING IN A COLLEGE-OWNED VEHICLE**

### **1. Governing Rules to Operate A College-Owned Vehicle**

Any employee may operate a College-owned vehicle provided:

- An [e-Travel Request](#) has been submitted to the Travel Office eight (8) business days prior to the day the vehicle is needed. Traveler must take into consideration the operating/holiday hours of the YSTC/Bus Barn.
- The travel is to conduct official College business; personal travel using a College-owned vehicle is prohibited.
- The traveler/driver is in possession of a valid driver's license. To satisfy insurance requirements, the traveler must enter his/her driver's license number on the e-Travel Request. The supervisor's approval of the e-Travel Request is prima facie evidence the supervisor has verified the traveler has a valid driver's license.
- If driving students, drivers will be required to present their driver's license to the Travel Office. A three (3) year motor vehicle record (MVR) will be required to determine if the driver is eligible to transport students. NOTE: A student who has met the above requirements and completed an [Authorization for Student to Operate an AWC Vehicle form](#), may drive a College vehicle. Student drivers must be with a faculty member/coach/advisor at all times in convoy-type travel.

- AWC now uses Triple A's Roadside Assistance for all College Owned Vehicles/Rental Vehicles. Please keep in mind that there are circumstances that can be resolved without using this service and AWC asks that you utilize those options first. All services will be paid from the traveler's budget at the end of the month. To use Triple A's Roadside Assistance call 877-725-4669, chose option #2 for AAA fleet. Each AWC owned vehicle has a resource guide that includes the AAA Fleet information and identification number for the vehicle. For rental vehicles, the identification number is 4393897 00. If you don't know your number you can contact the Travel Specialist. See Below for rates:
  - \$149.00 charge for a tow or wench service. Tow is for a 50 mile radius, anything over 50 miles will be charged \$3.00 per mile.
  - \$198.00 for a battery jump, lock out, fuel delivery, and spare tire change (AAA doesn't provide tires).

## **2. Assignment of Vehicles**

- The traveler is responsible for making vehicle reservations with YSTC/ Bus Barn.
- After an approved [e-Travel Request](#) has been received by the Travel Office, it will be sent to YSTC/Bus Barn at which time a vehicle will be assigned.
- College vehicles are assigned on a first-come, first-serve basis; however, priority is given to travel with students. The Travel Office will take into consideration the cost of using a College vehicle, rental vehicle or a charter bus if a conflict should arise.
- Use of College-owned vehicles is limited to College employees, District Governing Board members and current students only.
- The traveler to whom the College-owned vehicle has been assigned to will be the only authorized driver, unless other employees/students have met all the necessary requirements (see Athletic Team Travels And Field Trips, page 10, for requirements) and have been approved by the Travel Office prior to the date of travel.
- Vehicles can be reserved for Open-Ended travel, on a case by case basis, the same as for regular travel. A request made on an Open-Ended travel must be called into YSTC/Bus Barn at least two (2) working days prior to picking-up the vehicle.

## **3. Gas Cards**

- College-owned vehicles will be trip ready (filled with gas, clean, etc.) when picked up at YSTC/Bus Barn. If the distance to be traveled will require the purchase of gas, a gas card will be issued at the time the vehicle is picked up. Gas cards may only be used for College-owned vehicles; not to be used for personal or rental vehicles.
- Gas card and gas receipt(s) must be returned to YSTC/Bus Barn. Gas receipt(s) must be signed by the traveler to whom the gas card is assigned and must include the Travel Request number.

## **4. In Case of an Emergency**

- If a problem should arise with the College-owned vehicle or major repair is necessary, notify the YSTC/Bus Barn as soon as possible. If after hours, notify Campus Police or the Travel Specialist.

## **5. Returning a College-Owned Vehicle**

- All College-owned vehicles are to be returned to the YSTC/Bus Barn at the time listed on the e-Travel Request.
- Keys, gas card and gas receipt(s) must be turned in to YSTC/Bus Barn.
- Please report any issues/problems to YSTC/Bus Barn when the vehicle is returned listing the issues/problems on the Trip Ticket. Drivers are required to complete the vehicle evaluation portion of the Trip Ticket provided when the vehicle is picked-up.

## **6. Charges for College-Owned Vehicles**

- Charges for College-owned vehicles are shown in [Appendix L](#).



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- Bus driver's time, lodging and meals will be paid by the department using a YSTC/Bus Barn driver or activity/black and yellow bus.

### **XIV. ACTIVITY AND BLACK AND YELLOW BUSES**

- YSTC/Bus Barn will schedule the use of the activity/black and yellow buses.
- Buses are assigned on a first-come, first-serve basis; however, priority is given to travel with students. The Travel Office will take into consideration the cost of using an activity bus, black and yellow bus or a charter bus if a conflict should arise.
- Bus passengers must be a College employee, District Governing Board member or a current student.
- All groups are charged mileage and driver expenses such as salary, meals and lodging costs.
- Bus drivers shall not be permitted to drive more than ten (10) hours in a twenty-four (24) hour period or be on the clock more than fifteen (15) hours in a twenty-four (24) hour period, without an eight (8) hour break. If a trip exceeds these limits, a second driver will be assigned.
- It is the responsibility of the bus driver to keep a driver's log of long distance trips. This log shall include date of trip, destination, mileage, vehicle identification and signature of driver.