

ARIZONA WESTERN COLLEGE

TRAVEL MANUAL

PROCEDURE 360.1



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NOTE: This is an electronic manual; a copy will not have link information.

1. PURPOSE

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

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

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



2. CONTACT INFORMATION

[Travel Office Webpage](#)

All travel email correspondence should be sent to: 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 N](#) for more information):

Car Rental	Phone Number	Address
Avis	928-344-5772	3040 S. Pacific Avenue
	928-726-5737	Yuma International Airport
Budget	928-314-3410	3040 S. Pacific Avenue
	928-344-1822	Yuma International Airport
Enterprise	928-344-5444	2760 S. 4 th Avenue
	928-314-4303	2685 E. 24 th Street
Hertz	928-726-9923	Yuma Internantional Airport
	928-726-5160	Yuma International Airport

YSTC/Bus Barn schedules the College's vans/buses

For assistance call

- Charlotte Wilson, YSTC Travel Cordinator
 - 928-503-0857 or cwilson@yuma.org.
- Jose Aguayo, YSTC Shop Supervisor
 - 928-580-8920 **Shop on call number**
 - 928-580-1825



3. TRAVEL TERMS

Addendum: Required if a substantial change is made to an approved [Travel Request form](#), such as the final expenses increase by more than 20%, change in destination, there is an increase to the travel dates. The [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 prior approved [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: Travel Request/Travel Expense Claim Forms should be saved as an Excel document, which should be attached to an email when routed for approval.

In-State Travel: Travel within the borders of Arizona.

Itemized Receipt: Required for all travel. A proper receipt includes the name of the business, transaction date, description of each item purchased, tax, total, total paid and method of payment.

Local Travel: Travel within AWC’s two service districts, Yuma and La Paz Counties.

M&IE- Meal and Incidental Expenses – 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 [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 incurred for business purposes that occurs while traveling, i.e.; meals, lodging, baggage fees, internet, and taxi/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 PCard: 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 [PCard application](#) is required.

YSTC/Bus Barn: Yuma Schools Transportation Center, located at 8550 E. 24TH St, Yuma, AZ 85365, maintains and schedules all College vehicles.

4. 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.



5. KEY POINTS

A [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](#), may 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). Rental car is a separate reservation.

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 be the maximum allowance for the area plus taxes only. The Athletic Department may use Southwest Hosts for hotel reservations.

The Administrative Staff for each Department will be offered training and should assist the traveler in completing a [Travel Request form](#) and is responsible to assist in making all travel arrangements, i.e.; airline, lodging, college/rental vehicle.

Travel costs should be fair and reasonable. Travel should be 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 [PCard 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 the traveler reported, the money will be returned to the outside agency.

The amounts listed in the Meal, Incidentals (M&IE) and Lodging Allowances ([Appendix O](#)) 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 O](#).

Any change, at time of travel, in attendance or roster change requires 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.



6. TRAVEL REQUEST

Authorization for Travel

A [Travel Request form](#) is required for all travels. The Travel Request form must be submitted, **via email**, as follows:

To:	Traveler's Supervisor
From:	Traveler
Subject:	Traveler's Last Name, Departure Date and Destination
Attachments:	<i>ONLY attach one travel request form per email request (Not a PDF)</i> <i>Attach any additional documentation to the email</i>
Route email for approval as follows:	<ol style="list-style-type: none"> 1. Traveler 2. Supervisor 3. Dean or Director 4. President or Member of Cabinet

Prior to traveling on College business routed email must be received by the Travel Office.

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 [Travel Request form](#)**. Each [Travel Request form](#) must include proper documentation. However, multiple travelers attending the same event at no additional costs will only be required to submit one Travel Request in which the main traveler holds all of the expenses.

If **students** are traveling with a College employee, a **Colleague class/athletic team rosters**, with student **ID numbers** listed, **must be submitted** to the Travel Office **including chaperones**, assistant coaches and trainers.

Before submitting a [Travel Request form](#), funds covering the total estimated expense(s) must be in the designated budget code listed on the Travel Request. It is the individual Department's responsibility to be sure there are **sufficient funds** in your respective budgets for your travel expenses.

Member of Cabinet will **forward approved Travel Request** forms to the Travel Office for recording and processing **prior** to traveling on college business.

Once recorded and processed, the traveler **will receive** an electronic copy of the **approved [Travel Request form](#)** via email.

CONTINUED TRAVEL REQUEST



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 form, 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 form for a period of time.

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

To:	Traveler’s Supervisor
From:	Traveler
Subject:	Traveler’s Last Name, Departure Date and Destination
Attachments:	<i>ONLY attach one travel request form per email request (Not a PDF)</i> <i>Attach any additional documentation to the email</i>
Route email for approval as follows:	<ol style="list-style-type: none"> 1. Traveler 2. Supervisor 3. Dean or Director 4. President or Member of Cabinet

Route email for approval to the employee’s Supervisor and Member of Cabinet, which must then be received by the Travel Office before traveling on College business.

Once recorded and processed, the traveler will receive an electronic copy of the approved [Travel Request form](#) via email.

Out-of-State Travel

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

Out-of-Country Travel

Complete International Tab in the Travel Workbook.
 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.

Cancelation of Travel

Notify the Travel Office, in writing, the first business day following the cancelation of Travel.

The traveler is responsible for canceling all reservations. This includes air line tickets, lodging, conference registration, rental car or YSTC/Bus Barn reservations.

If a registration fee was paid for a conference, it is the traveler’s responsibility to cancel the registration and to request a refund.

CONTINUED TRAVEL REQUEST

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 [Travel Request form](#). The supervisor's approval of the Travel Request is prima facie evidence the supervisor has verified that the traveler has a valid driver's license.

If transporting 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. The Travel Office cannot process MVRs. Please contact your State's Department of Motor Vehicles or your insurance company to obtain your MVR.

Transportation

When travel is anticipated, departments are expected to consider the various means of transportation from the standpoint of cost, including personal 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 or economical 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 or economical 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.



Airlines: The College will only reimburse for economy class airfare.

Travelers will submit an airfare quote along with their [Travel Request form](#) to their supervisors for approval. Airfare quotes may be obtained from the State-Contracted Travel Agency, [AdTray](#).

Travelers may not book flights prior to email authorization from the Travel Office.

CONTINUED TRAVEL REQUEST



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 PCards 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 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. The Travel Office will make reasonable efforts to have travelers use their awards/bonuses in connection when traveling on college business.

Checked bags are limited to one per traveler; industry **standard is \$30.00 per bag or \$60.00 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 Member of Cabinet 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 prohibited by the College.

College-Owned Vehicle: See Governing Rules to Operate a College-Owned. Vehicle on pg. 20.

CONTINUED TRAVEL REQUEST

Privately-Owned Vehicle

Travel by privately-owned vehicle will be reimbursed at the mileage rate approved in [Appendix M](#). Reimbursement is based on whole miles traveled by way of the most direct or economical route. [Mileage Chart](#), odometer readings or [Google maps](#) can be used as supporting documentation for mileage reimbursement. The mileage rate is set by the Arizona State Department of Administration and approved by the Joint Legislative Budget Committee. When completing the [Travel Request form](#), mileage should be submitted based on the [Mileage Chart](#). However, travelers may submit actual odometer readings for mileage reimbursement on the [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.



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 [Travel Expense Claim form](#).

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 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 Travel Request, which must be paid by the traveler.

The itemized rental vehicle receipt must be submitted with the [Travel Expense Claim form](#) even if the rental was paid directly by the college.

Insurance offered by rental car companies is not necessary, therefore, is not reimbursable. College employees are automatically covered on the [College's insurance policy](#) while on approved College business.

CONTINUED TRAVEL REQUEST

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 only reimburses/allows midsize/intermediate vehicles. However, larger vehicles are allowed when large 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 vehicle 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 there are circumstances that can be resolved without using this service and AWC asks 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 winch 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.

Shuttles and Taxis

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

Fleet Cars

Fleet Vehicle Use

Arizona Western College fleet vehicles may ONLY be used for official AWC business and may NOT be used for any other purpose. Fleet vehicles are not covered by liability insurance. Rather, AWC employees, students, agents, or volunteers who drive a fleet vehicle for the sole purpose of participating in authorized AWC activities are covered for liability (**contact Risk Management for details**). This means that no coverage is provided for anyone, including any AWC employee, who operates a Motor Pool vehicle for unauthorized, non-college business purposes.

1. Criteria for Eligible Drivers / Passengers

- All AWC Fleet Vehicle usage requires an approved travel number Ex: TR#, RC# or OE#.
- Only drivers with a valid driver's license may operate a fleet vehicle. The driver must always have the license in his or her possession while driving the vehicle.
- Drivers must be at least 18 years of age if driving a vehicle without passengers, or 21 years of age if driving with passengers; have no DUI convictions within the previous five years; current 39-month motor vehicle record (MVR)—immediately prior to vehicle assignment—with five points or fewer on the driving record.
- The driver must pass all the necessary prerequisites and have a valid United States driver's license.
- ONLY AWC employees, students and authorized volunteers may be drivers and/or passengers of fleet vehicles and only if the business is being conducted on behalf of the College during the time of travel. Attending a social event is not "business".
- Authorized volunteers (cleared by HR) may ride in a fleet vehicle if they are participating in authorized AWC function for which that vehicle is being used; however, they cannot drive a fleet vehicle unless the driver passes all the necessary prerequisites and has a valid United States driver's license.

2. Vehicle Key Bags

Vehicle Key Bags contain all information and items needed to begin the use of the vehicle. Vehicle Key Bags **MUST** be picked up in order to use any of the fleet vehicles.

- Contents include keys, vehicle logs, information regarding registration, insurance, what to do in case you find yourself with vehicle problems, and procedures and accident reporting forms.
- Vehicle Key Bags are in the District Services Dispatch. They may be obtained at any time.
- Be sure to take the clipboard that matches the vehicle number you reserved.
- Keep the clipboard in the vehicle throughout your entire business trip. This allows quick and easy access to pertinent instructions and documents for law enforcement or in case of an emergency.
- Vehicles and Vehicle Key Bags must be returned to District Services Dispatch as soon as your business travel ends. If a vehicle will be used for **consecutive** full days, you may keep the clipboard until the trip ends. All items and documents that were included in the clipboard at the time of pick up should be returned with the clipboard, along with a completed vehicle log, gas receipt(s), and keys.

3. Vehicle Logs

- Vehicle logs must be filled out accurately, thoroughly, and legibly. Each section serves the purpose of keeping accurate records in the event of an audit.
- Each trip requires a new log, do not combine trips.
- Mileage must not be estimated. In the event it is forgotten, leave the space blank or put a question mark on that line.
- The gas amount should be filled in with either the total amount paid for gas or a zero (0) if gas was not purchased.
- The destination should include any stops that would create additional mileage.
- Use the “Notes” section of the Vehicle Log to document any vehicle issues such as dashboard warning lights or anything else that may require immediate attention and notify the fleet contact as soon as possible.

4. Gas

- Vehicles must be returned with a full tank of gas unless driven locally (less than 50 miles round trip).
- WEX gas card should be used as a credit card, not debit.
 - A PIN/driver number is required when purchasing gas. If the PIN does not work, you may need to do one of the following:
 - If the card locks up, which occurs when PIN number is entered incorrectly several times, call the number on the back of the card. Give the operator the card number and PIN, if asked. The operator will reset the card and it can be used immediately.
 - If the PIN/driver number does not work at the pump, try a different pump, or go inside and explain to the clerk that you have a company gas card. Ask the clerk to set the pump so it can be filled up. Once you are finished, go back inside so the clerk can run the card and provide you with a receipt.
 - If you are required to prepay inside, you may be given a receipt for the prepaid amount. However, when you are finished filling up the vehicle, you need to go back inside to obtain a receipt for the actual cost to turn in with your Travel Log.
 - Consider fueling up at a major gas station (e.g., Circle K or Valero) to minimize the chance of using a card reader that is not yet compatible with the newer card process.
 - Return the WEX card to its designated place **immediately** following each use – **Do Not Put the Card in Your Pocket, Purse, Wallet, on Top of the Car, or Anywhere Other than Directly Back Where It Belongs.**
 - The fleet contact can provide the information as to where the WEX card is kept and the PIN/driver number that will be requested at the pump.
- Gas receipts must be obtained and turned in with the log upon return from each trip. Write the vehicle number on top of the receipt and immediately insert it into the clear plastic pouch located behind the vehicle logs. It is the driver’s responsibility to provide a receipt(s). If one does not print at the pump, ask a clerk for a copy. If forgotten altogether, the driver will be responsible to obtain a copy from the vendor as soon as possible.
- Gas expenses will be charged to the GL account number provided on the travel request form (see #12).

5. Securing Vehicles

- Vehicles must be secured at each stop and at the end of each trip. Turn off the lights, roll up the windows, and lock the doors.

6. Maintaining Vehicles

- There is not a full-time person to care for the vehicles, therefore, each driver must make every effort to help maintain vehicles, keeping them clean and in acceptable condition.
- If you spill something, it is your responsibility to clean it. If Facilities must pay to clean any spills or stains, the person responsible for the spill or stain may have to reimburse Facilities for the expense from their departmental budget.
- The Business Office tracks vehicle maintenance and will arrange general maintenance such as oil changes, new tires, repairs, and anything else necessary to retain the safety of the vehicles.
- Vehicles are washed and vacuumed regularly and should not have to be done by special request due to an individual's negligence. If there is a significant mess caused by another driver, report it. It will be taken care of as soon as possible, but not necessarily the same day.
- Take all your belongings with you. Any items found in a fleet vehicle may be brought to District Services Dispatch.

7. Vehicle Problems

- If a driver encounters vehicle problems such as a flat tire or another issue requiring roadside or towing services, it is his/her responsibility to make initial arrangements for assistance. (See the "What to Do in Case You Find Yourself with Vehicle Problems" sheet inside the clipboard.)

8. Vehicle Safety

- It is important that all vehicle safety concerns be reported immediately. Everyone must assume some of the responsibility. Report dashboard service light indicators, chips or cracks in the windshield, significant dings or scratches, strange noises, or odd vehicle behavior. Write the concern in the Notes section of the travel log. If it requires immediate attention, notify the fleet contact.

9. Parking and Traffic Violations

- The individual operating a fleet vehicle is responsible for any parking and traffic violations.

10. Lockouts

- The driver operating a fleet vehicle is responsible for both resolving this issue and all associated costs.

11. Unauthorized Commute/Use

- Any unauthorized commute or use of a fleet vehicle may result in loss of driving privileges and possible disciplinary action.
 - Taking a fleet vehicle home: College Policy PROHIBITS taking College vehicles to private homes. Violation of this policy means the driver may be personally liable for injury or property damage. (Contact **Risk Management** for more information)
 - Policy Violations: It is each driver's responsibility to report any policy violations.
 - Proper use of Vehicle: Fleet vehicles may be used to attend AWC-sponsored business events **only** if the driver has a business purpose and is directly involved. Examples are:
 - Department Meetings
 - Conferences
 - Workshops
 - Welcome Back Bash (business purpose only)
 - Graduation (business purpose only)
 - Improper use of Vehicle: Fleet vehicles are not to be used for personal purposes. Examples:
 - Transportation to work site when the purpose is for a routine assigned duty. Ex: Not a daily driver to and from work.
 - College-sponsored events where you are not a direct participant. (e.g., Attending graduation as a spectator)
 - Attending a co-worker's birthday lunch
 - Taking lunch because a personal vehicle isn't available
 - Farewell party
 - Sporting events

12. Carpooling

- Employees traveling to the same location for the same or similar purpose/time, should coordinate traveling using only one vehicle (considering the 5-passenger max capacity).

13. Process to Reserve Vehicle

- The driver must have an approved travel number before reserving the vehicle.
- Visit the [AWC Fleet Reservation](#) bookings page to make an online reservation.
 - Select each vehicle to look at availability.
 - Each vehicle can be booked for a 12-hour period.
 - To book longer than 12 hours, please contact the **AWC Travel Office**.
- The pick-up location is at AWC Main Campus, District Services building, Dispatch Office.
 - You must arrive at least 15 minutes before your reservation to ensure a timely delivery of the vehicle
 - You must return the vehicle by the end time of your reservation. Late returns can result in another traveler's trip delay.
- Contact Dispatch (928-314-9500)
- For bookings of 12 hr periods or more please contact the Travel office for arrangements and bookings



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 O](#), as set by the State of Arizona.

Whenever a meal is provided at no additional cost to the traveler; (i.e., meals and **continental breakfast** provided by conference, hotel, etc.), the traveler will not be entitled to any meal allowance for that meal.

Meals satisfying special dietary needs will generally be provided by conferences, hotels, etc. if requested by the traveler. The traveler must have an approved reasonable Accommodations American with Disabilities (ADA) on file with the HIPPA office located in Human Resources. 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 needs of the traveler that could not otherwise have been accommodated.

Criteria by Meal for Allowances Includes:

The meal reimbursement rate includes the cost of the meal, tax, tip and the cost of transportation between places of lodging and business and places where meals are acquired or consumed, if meals cannot be obtained within a reasonable distance from one’s lodging or temporary duty post.



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.

The industry standard for tips related to a meal served in a restaurant is to tip 15% to 20% of the pre-tax bill **and** buffet, fast food and carry-out establishment tip is at 0%.

CONTINUED TRAVEL REQUEST

Meals Tips 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 Out-of-Pocket Expense entries 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 Out-of-Pocket Expense entries in the online PCard system.

Submission of meal receipts are always required when meals are charged to the Travel PCard.

Meal receipts are not required when the traveler is claiming the per diem.

The traveler is responsible for meal charges that exceed the specified per diem rate.

Travel Pcard holders may use their PCard to pay for their meals ONLY, unless he/she is traveling on a field trip, at which time the cardholders may pay for all AWC employees and Students meals allowable.

Meals for Athletic Team Travel and Field Trips

See Athletic Team Travel and Field Trips on page 16-17.



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 reimburse for lodging when a traveler stays at a commercial establishment and an itemized lodging receipt is submitted along with an [Travel Expense Claim](#) form only.

It is general practice when using a debit card upon check-in at a hotel, 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 obtaining an itemized lodging receipt. An itemized receipt must include the following: hotel name, traveler’s name, dates of stay, room rate, taxes and fees listed separately.

CONTINUED TRAVEL REQUEST

The daily lodging allowance, not including taxes and fees, may not exceed the maximum rate stated in [Appendix O](#) unless a designated conference hotel is used.

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 PCard, then only one payment is required by using the traveler’s Travel PCard.

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 [Travel Request form](#), 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 O](#), 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.



Other Allowable Expense

Internet

Internet fees incurred while conducting College business are allowed, however, an itemized receipt must be submitted for reimbursement.

CONTINUED TRAVEL REQUEST

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, \$8.95 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. \$6.50 per day for uncovered parking. Covered parking is available at \$10.00 a day (of which only \$6.50, 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. Web Rate \$8.95 daily, plus tax (travelers are responsible on making their own web reservations). 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.



Airline Baggage Fees

Checked bags are limited to one per traveler. Industry standard is **\$30.00 per bag or \$60.00 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.

7. TRAVEL ADVANCES

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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 [Travel Request form](#) with the Travel Advance section completed and received by the Travel Office at least eight (8) business days before the advance is needed.

Expenses such as rental vehicles, gas, lodging and mileage cannot be issued in 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 PCard, it is understood that no advances will be issued on the behalf of the traveler.

A travel advance is issued in the form of a direct deposit. To sign up to receive a travel advance via direct deposit, please follow these steps:

Go to Arizona Western College website: <https://www.azwestern.edu/>

Click on the **Quick Links** tab on the right hand side of the page

Click on the **Self Service** tab

Click on the **Log In** tab and enter log in and password

Click on the **Employee** tab in **Self Service**

Click **Employee**, click on the **Bank Information**

Select your **Address**, click on **Add an Account**,

Click on Activate, click on **Next**

Enter your banking information, click the agree to the terms box , and hit Submit.

Banking information must be entered at least two weeks prior to receiving a travel advance by direct deposit

Once you completed the above steps, your travel advances and/or reimbursement(s) will be deposited directly to your chosen bank account.

Please keep your banking information up to date to ensure you receive payment promptly.

An advance is issued the Thursday prior to the traveler’s departure date.



8. 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 Travel Expense Claim form and the due date for submitting the [Travel Expense Claim form](#).

An [Travel Expense Claim form](#) 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 the 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 the reimbursement. However, if the traveler received an advance, the excess advance dollars are to be paid immediately.

A Travel Expense Claim form is no longer necessary for the following:
For YSTC/Bus charges only

In the event that a traveler owes money 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.

A [Travel Expense Claim form](#) must be submitted to close out any existing Travel Request..

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 at (928)314-9517 or via email purchasing@azwestern.edu.

An [Open-Ended Mileage e-Claim form](#) 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 not go over the expenses listed on the approved Travel Request by 20%. Anything over 20% requires an addendum (see III. Travel Terms, Addendum on page 1).

Reimbursement for travel expenses are issued within eight (8) business days after a properly completed Travel Expense Claim form has been received by the Travel Office.

Travel Expense Claim forms submitted after the fiscal year-end closing will not be processed.

9. MILEAGE REIMBURSEMENT FOR ITN AND TEACHING ASSIGNMENT TRAVEL

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.

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, a [Travel Request form](#) 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](#) must be completed and submitted to the Travel Office.



10. ATHLETIC TEAM TRAVELS AND FIELD TRIPS

Athletic team travels/field trips are trips taken by clubs/teams/classes. 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/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.

Minors attending AWC Trip

Minors (<18 years of age) who is not an Arizona Western College student, must adhere to the following guidelines:

1. Must be seated on opposite isles by gender
2. If more than one vehicle is on the trip, transport genders in separate vehicles

Chaperone with a Minor attending an AWC Trip:

3. Must be present on vehicle/bus at all times for supervision.
4. Must verify minors are separated by gender on opposite isles.
5. Must sit throughout the vehicle/bus being traveled on.

CONTINUED ATHLETIC TEAM TRAVELS AND FIELD TRIPS

Travel requiring chaperones, for large groups, are required to 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 (e.g., 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 travel/field trips with no overnight stay are eligible for meal allowance, when 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 and **copying** the Travel Specialist.

If the coach/faculty member/advisor chooses to provide meals to the students/athletes, one of the two following options must be completed for reimbursement:

The coach/faculty member/advisor pays for the athletes/students meal(s) himself/herself then submits the itemized meal receipt(s) with the Travel Expense Claim form or PCard Statement.

The coach/faculty member/advisor gives each athlete/student a set amount of money. Athletes/students sign the [meal signature sheet](#) certifying the funds received. The coach/faculty member/advisor then submits the meal signature sheet with the 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 [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. An invoice will 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.



11. FIELD TRIPS IN VEHICLES FURNISHED BY STUDENTS

The faculty advisor will recommend the use of student vehicles.

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 unavailable. 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.



Student must show a valid driver's license and proof of current vehicle insurance to the Travel Specialist, who will make a copy to attach to the TRAVEL REQUEST.

If one or more students will be traveling in the student's personal vehicle, the driver will also be required to obtain a three year Motor Vehicle Records check. The student may go directly to the Department of Motor Vehicle to secure this, in which case AWC will reimburse the fee or contact the Travel Specialist to schedule an appointment, if you prefer to have the Business Office obtain your report on your behalf.

Form "AUTHORIZATION FOR FIELD TRIPS WITH STUDENT-OWNED VEHICLE" must be completed and signed by the faculty advisor (see Appendix K). This form is then submitted to the Travel Specialist with the TRAVEL REQUEST. For off-campus trips, the student driver must be with the employee in convoy-type travel.

12. PROCEDURES FOR TRAVELING IN A COLLEGE-OWNED VEHICLE

Governing Rules to Operate A College-Owned Vehicle

Any employee may operate a college-owned vehicle provided:

A [Travel Request form](#) 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.

CONTINUE PROCEDURES FOR TRAVELING IN A COLLEGE-OWNED VEHICLE

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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 [Travel Request form](#). The supervisor's approval on the 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 coach/faculty member/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 winch 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).

Assignment of Vehicles

The traveler is responsible for making vehicle reservations with YSTC/ Bus Barn.

After an approved [Travel Request form](#) 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-served basis; however, priority is given to travel with students. The Travel Office will take into consideration the cost of using a College-owned vehicle, rental vehicle or a charter bus if a conflict should arise.

Use of college-owned vehicles is limited to District Governing Board members, College employees and current students only.

The traveler to whom the college-owned vehicle has been assigned will be the only authorized driver, unless other employees/students have met all the necessary requirements (see Athletic Team Travels and Field Trips, page 11 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.

CONTINUE PROCEDURES FOR TRAVELING IN A COLLEGE-OWNED VEHICLE

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.

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 (928)314-9500 or the Travel Specialist (760) 545-8165.

Returning a College-Owned Vehicle

All college-owned vehicles are to be returned to the YSTC/Bus Barn at the time listed on the [Travel Request form](#).

Keys, gas card and gas receipt(s) must be turned in at the 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.

Charges for College-Owned Vehicles

Charges for college-owned vehicles are shown in [Appendix M](#).

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.



13. ACTIVITY AND BLACK AND YELLOW BUSES

YSTC/Bus Barn will schedule the use of the activity and black and yellow buses.

Buses are **assigned on a first-come, first-served 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.