

**YAVAPAI COLLEGE  
TRAVEL PROCEDURES MANUAL  
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## **I. Introduction**

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The State of Arizona Travel Policy is the principal authority for travel by Yavapai College (College) board members, employees, and students. This procedure manual is largely based on that policy with the addition of several requirements and changes relevant to the College.

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

## **II. Procedures and Allowable Expenses**

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### **A. General Overview**

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

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

Any operator of a vehicle used for an approved College trip must possess a valid Arizona driver's license. Student drivers must be 21 years of age, possess a valid Arizona driver's license and be approved through the College travel procedures or occupy the same vehicle as a College staff member. All operators of passenger vans, either College owned or rentals, will satisfactorily complete the College-approved Van Drivers Training course prior to operating these vehicles.

### **B. Travel - Preauthorization Required**

A Travel Request Form must be approved and submitted to the Prescott Business Office prior to leaving for any travel (in-state and out-of-state). For conferences/trainings, a brochure (or equivalent detailed documentation) must accompany the Travel Request Form.

- All in-state travel requests must be approved by a Budget Manager.

- All out-of-state travel must be approved by a Budget Manager and the Departments Dean or Director. If the Budget Manager is the Departments Dean or Director, then only *one* signature is required.
- All out-of-country travel must be approved by a Budget Manager, Dean or Director, and the President (or designee). Additionally, all out-of-country travel must receive preauthorization from the College's insurance carrier. Direct all request for authorization for out-of-country travel to the Accounting Manager.

Signatures obtained on a Travel Request Form approve the purpose and total cost of the trip. All expenditures are still subject to YC Travel Procedures and may be adjusted or denied.

#### C. Travel – Preauthorization Not Required

A Travel Request Form is not needed for mileage only travel that is required for routine District business either between campuses or to other locations. (For example, a one-day travel to Phoenix for a meeting with no other costs than mileage would *not* require a Travel Request Form, however a one-day travel to Phoenix for a conference in which a conference fee applies, a Travel Request Form *would* be required.) A Claim for Reimbursement of Mileage form must be approved by a Budget Manager and submitted to the Prescott Business Office for reimbursement after travel has occurred. Claim for Reimbursement of Mileage forms can be obtained from the Department Liaison.

#### D. Yavapai College Intent for Reimbursement

It is the intent of the College to reimburse employees, students, volunteers and District Governing Board members for approved expenses incurred while traveling on official College business.

All travel arrangements should be fair and equitable but planned for the convenience of the College using the most economical means when it comes to methods of travel, times of travel, rates, accommodations, and other personal preferences.

Employees who must travel from other College campuses/centers to attend required College events (convocation, mandatory meetings, etc) may be reimbursed for mileage. Certain other College related events may occur that are optional such as retirement gatherings or social events. Because these are not mandatory events, mileage reimbursement for employees who elect to travel from other College campuses/centers will typically not be reimbursed.

Reimbursement for transportation costs will be limited to the cost of the most direct and regularly traveled route by the most economical means (in terms of travel cost and employee time away from work).

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

#### E. Exceptions to College Travel Procedures

Requests for exceptions to the College travel guidelines should be infrequent and requested in advance in writing. The Business Office will generally not grant exceptions to travel guidelines when it appears that with proper planning and reasonable effort, the additional costs could have been avoided.

#### F. Business and Personal Travel Combined

The College may authorize a traveler's request to extend a business trip for personal reasons, with the understanding that normal vacation leave rules apply. The traveler will only be reimbursed for lodging and meal expenses for the days the traveler is doing business for the College, to include up to one day to travel to the destination and up to one day to travel from the destination. The Business Office will review this on a case by case basis as the start time and end time of the conference or event will determine the allowed travel time before and after. The traveler will be reimbursed for the most cost effective mode of transportation. If transportation costs are more due to the personal extension of the trip, the traveler will be responsible for the difference.

#### G. In-State Travel

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

Travel within the state may be done by using a private, rental, common carrier or College owned vehicle.

1. College-owned vehicles - may be used for in-state travel if available. Travel expenses will be charged to the appropriate travel budget at current rates as determined by odometer readings. Please contact Facilities Management for additional information pertaining to the use of College owned cars or vans.
2. Private automobiles - can be used for College business. Automobile travel will be reimbursed at the current rate per mile for the most direct, regularly-traveled route. Google Maps will be used by the Prescott Business Office to verify mileage.
3. Rental Car – Travelers who are traveling in state may use rental cars. Rental cars may be authorized in lieu of personal vehicles or College-owned vehicles. Detailed receipts are required for reimbursement. The College will typically reimburse up to a standard/midsize vehicle. Insurance offered by rental car companies is not necessary and therefore, is not reimbursable. College employees are automatically covered under the College’s insurance policy while on College business. Most rental car companies offer refueling services, however, fuel/fees are generally more expensive. The College discourages use of this service and will only reimburse fuel purchased directly from fuel stations. The College has a contract with Enterprise Rental Cars, which provides substantial discounts on rental cars. Enterprise should be utilized when available. Written justification will be required when another rental car agency is utilized and is more expensive than Enterprise. Justifications are subject to approval, and if no justification is submitted with the Claim for Reimbursement, the least expensive rental car rate will be used for reimbursement. Instructions for Enterprise can be found at: [https://www.yc.edu/v5content/business-office/docs/Enterprise\\_Vehicle\\_Rentals.pdf](https://www.yc.edu/v5content/business-office/docs/Enterprise_Vehicle_Rentals.pdf)
4. Other forms of transportation - Shuttles, taxi, subway, or bus may be used for in state travel in lieu of personal vehicles or College-owned vehicles. Detailed receipts are required for reimbursement. The College will reimburse a reasonable and customary amount for tips provided for such transportation.
5. Parking - Parking costs, if required, may be reimbursed. Reimbursement for parking at hotels or other venues will be limited to the lowest cost parking available. Valet parking is typically not a reimbursable expense unless it is the only option available.

## H. Out-of-State and Out-of-Country Travel

Out-of-State travel includes travel within the parameters of the United States other than Arizona or beyond one-hundred miles of the border of an adjoining state.

Out-of-Country travel includes travel outside the borders of the United States.

Out-of-state travel may be done by using a private, rental, or common carrier (bus, rail, and airplane). Out-of-country travel will be done by airplane.

1. College-Owned Vehicle - the use of College vehicles outside the state may be authorized if no other means of transportation is available, or a vehicle is available with no conflict, and it is in the best interest of the College.
2. Private Vehicle - private vehicles may be utilized for out-of-state travel. Reimbursement is at the current rate per mile based upon an established map distance or the regular air coach rate from Phoenix plus travel allowance to/from Phoenix, whichever is less.
3. Rental Car – Some out-of-state or out-of-country travel may require the use of rental cars. Rental cars may be authorized when other means of transportation (shuttle, taxi, etc.) are not economical. Detailed receipts are required for reimbursement. The College will typically reimburse up to a standard/midsize vehicle. 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 College Business. Most rental car companies offer refueling services. However, generally rental car companies charge a higher price per gallon for this service. The College discourages use of this service and will typically only reimburse fuel purchased directly from fuel stations. The College has a contract with Enterprise Rental Cars, which provides substantial discounts on rental cars. Enterprise should be utilized when available. Written justification will be required when another rental car agency is utilized and is more expensive than Enterprise. Justifications are subject to approval, and if no justification is submitted with the Claim for Reimbursement, the least expensive rental car rate will be used for reimbursement. Instructions for Enterprise can be found at: [https://www.yc.edu/v5content/business-office/docs/Enterprise\\_Vehicle\\_Rentals.pdf](https://www.yc.edu/v5content/business-office/docs/Enterprise_Vehicle_Rentals.pdf)
4. Airlines - All air travel is to occur at the coach rate, with arrangements according to one of the following options:

- Ticket purchase from airline - after a travel authorization has been completed, the individual may choose to make ticket arrangements with the airline. A copy of the electronic ticket receipt must be submitted with other receipts.
- Ticket purchase from travel agent - the individual may elect to investigate flight details, purchase tickets through a travel agency, and complete the Travel Request Form based on information received. A copy of the airline ticket receipt must be submitted with other receipts, irrespective of which option is utilized.

The following fees associated with airline tickets are generally not reimbursable:

1. Early check in fees
2. Change fees \*
3. First Class or Business Class
4. Priority Seating or seat selection fees
5. Trip cancellation insurance
6. Optional travel or baggage insurance

\*Change fees can be reimbursed if the change was due to circumstances or events outside the control of the traveler, or if the change enables the traveler to decrease the cost of the trip by returning earlier than originally planned. The purpose of the change fee must be clearly documented for it to be reimbursed.

Baggage fees may be reimbursed up to 1 bag per traveler. Exceptions can be made by the Business Office on a case by case basis, depending on extenuating circumstances.

Booking **Nonrefundable Hotel or Rental Cars** Or booking **Packaged Deals (including airfare, hotel and rental car)** through discount websites (such as Expedia, Travelocity, Hotwire, etc.) is highly discouraged. The paid confirmation/receipt must be submitted for reimbursement. Documentation is required that includes the cost of each specific item included in the package such as airfare, hotel, and rental car so that conformance with policy regarding reimbursement can be determined. If a cost breakdown for each specific item included in the package price cannot be obtained (which is common when using discount websites), then the Business Office will make assumptions to determine a reasonable price for each component of the package in order to document compliance with YC Travel Procedures. This could result in a reimbursement that is less than the paid price.

### Booking **flights out of local airports**

The college will pay for or reimburse airline tickets from the local airports (Prescott, Flagstaff etc) that are reasonably comparable in cost to a comparable flight from Phoenix plus the cost of transportation to the Phoenix Airport and parking. A difference of less than \$200 will be used for reasonableness. Travelers need to review estimated flight costs from Prescott and compare that to estimated flight costs from Phoenix plus any transportation and parking costs from Prescott to Phoenix. Travelers, please submit printouts or screenshots that show how you determined the costs of the flights being reviewed. Note, if your cost analysis exceeds the \$200 difference but you would still like to fly out of Prescott, you can personally pick up the difference. The Business Office will reduce your travel reimbursement accordingly.

5. Other forms of Transportation - shuttles, taxi, subway, or bus may be used while on out-of-state travel. Detailed receipts are required for reimbursement. The College will reimburse a reasonable and customary amount for tips provided for such transportation.
6. Parking - parking costs, if required, may be reimbursed. Reimbursement for airport parking will be limited to the lowest cost economy **uncovered** parking available. See <https://www.skyharbor.com/parking/parking-rates-directions> for current rates at Phoenix Sky Harbor. Reimbursement for parking at hotels or other venues will be limited to the lowest cost parking available. Valet parking is typically not a reimbursable expense unless it is the only option available.

### **III. Travel Form Procedures**

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#### A. Travel Request Form

Travel Request Forms are available from the Department Administrative Liaison. Once travel request forms have been completed, it will be routed for the required signatures and then to the Prescott Business Office for processing. Travel Request Forms must include a conference agenda, if applicable, and should include any other documentation used to estimate travel costs.

The Prescott Business Office will review the Travel Request Forms and included documentation for compliance with College Procedures, assign a number to the Travel Request Form, and route the completed Travel Request Form and Claim for Reimbursement of Travel Expenses to the Department Administrative Liaison or Traveler.



If a College vehicle is requested, the Business Office will route the Travel Request Form to Facilities Management Department.

If a College vehicle is assigned, before departure (during office hours), the originator will pick up the travel packet from Facilities Management Department. The packet will include keys, and credit cards, if applicable.

Upon return, the originator is to return the travel packet, including keys, and fuel cards to Facilities Management Department on the next business day. Prescott Campus personnel may utilize the drop box located outside of Building 12, where the vehicles were picked up. Gas receipts for any fuel purchased with the College's fuel card must be returned to the Facilities Management Department.

Group travel - students traveling together for a common event or purpose with at least one Yavapai College employee require only one travel authorization form to be completed. A list of employees and students participating in the trip must accompany the travel authorization form for group travel.

#### B. Claim for Reimbursement of Travel Expenses

A Claim for Reimbursement of Travel Expenses form must be completed upon return from College related travel.

The traveler with assistance from the Department Administrative Liaison will complete the Claim for Reimbursement of Travel Expenses form. This form will be signed by the traveler and all original detailed receipts required by the Travel Procedures Manual should be attached and forwarded to the Prescott Business Office for processing.

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#### C. Claim for Reimbursement of Mileage

Claim for Reimbursement of Mileage forms are to be completed to request reimbursement for personal mileage only for routine District business travel either between campuses or to other locations required by a traveler's job. Claim for Reimbursement of Mileage forms can be obtained from the Department Administrative Liaison. Once completed, the Claim for Reimbursement of Mileage form will be routed by the Department Administrative Liaison for approval and submitted

to the Prescott Business Office for reimbursement. Typically, mileage reimbursement should be submitted on a monthly basis.

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#### **IV. Travel Expense Allowance**

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##### A. General Overview

The following expenses will be reimbursed based on submittal of original itemized receipts showing proof and method of payment. Expenses that are less than \$5 do not require a receipt.

- Lodging
- Transportation
  - Airfare
  - Rental car and fuel
  - Shuttle/taxi
- Registration
- Other
  - Tips (receipts not required)
  - Baggage fees
  - Parking and other incidental expenses

The following expenses will be reimbursed based on per diem rates:

- Meals
- Private Vehicle Mileage

The following sections, B. through D., include further clarification and instruction regarding the College Procedures and requirements for reimbursement of travel allowances.

##### B. Lodging Reimbursement

When an employee has been on overnight travel, reimbursement may be claimed for actual cost of the room not to exceed the stated lodging per diem rate (subject to the below stipulations). A traveler is eligible for lodging when traveling more than 50 miles away from his/her duty post.

Government or other discount rates should always be requested for rooms. Often the government rate is less than the standard or conference/event rate and should be requested, if eligible.

Detail receipts showing the daily room and incidental charges are required. All mandatory fees such as required resort fees are reimbursable. Optional fees such as room service, movies etc. are generally not reimbursable. Generally, credit card receipts do not contain the detail daily charges and therefore are not acceptable for reimbursement.

Reimbursement for lodging expense at other than a commercial establishment is not allowed. When lodging is shared with individual(s) not on College business (such as a spouse), reimbursement shall not exceed the single room rate.

Actual lodging costs may exceed the stated lodging per diem rate in the following situations:

- Official institutional representatives attending a conference, training, convention, or other formal meeting, stay at a conference-designated hotel, or a preferred hotel (in which a discounted rate is given for attendees) or;
- If a situation exists that makes compliance with the above maximums impractical, written justification will be required and documentation must be provided that shows compliance with maximum per diem is impractical. Examples of documentation needed, include Expedia or other travel booking sites showing hotel prices for a certain location. Justifications are subject to approval, and if no justification is submitted with the Claim for Reimbursement, the least expensive hotel rate will be used for reimbursement.

If the conference-designated hotel or preferred hotel is *less* than the stated lodging per diem rate, than lodging costs will only be reimbursed up to the conference-designated hotel or preferred hotel option. Written justification will be required when the least expensive option is not selected. Justifications are subject to approval, and if no justification is submitted with the Claim for Reimbursement, the least expensive hotel rate will be used for reimbursement.

If multiple hotel options are provided for a conference, training, convention or other formal meeting, the least expensive hotel option should be selected considering certain factors such as proximity to conference location, availability and security/safety concerns. For example, selecting hotels that are closer to the conference location that are more expensive or selecting a hotel option that is more expensive because other hotels are not available would be acceptable. Selecting a hotel that is significantly more expensive when other options that are the same proximity to the conference location and available would not be acceptable.

Maximum lodging, meal, and incidental rates may vary if the city being visited is considered a high-cost city. Refer to the Yavapai College Business Office website - <https://www.yc.edu/v6/business-office/docs/meal-per-diem-rates.xlsx> for the current in-state and out-of-state Reimbursement Rate Index (also included in the State of Arizona Accounting Manual). If the city being visited is not listed as a high-cost city, the default rates for lodging and for meals for a partial day travel are to be used. After the meal and incidental rate has been determined for the city being visited, the breakdown can be used for partial day travel (B, L, & D). The destination city per diem rates will typically be used for the entire travel.

### C. Mileage Reimbursement

Reimbursement for personal use of vehicles will be made based on the current state mileage rate (current rate stated on College travel forms) for travel for the most direct, regularly traveled route to and from the destination point. Inter campus mileage will be reimbursed according to the <https://www.yc.edu/v6/business-office/docs/ap/campus-mileage-yavapai-college.xls> .

For destinations not listed on the chart, indicate the purpose of the trip and document the total number of miles traveled. For monthly recurring travel, log date, time, purpose of the trip and number of miles on the monthly Claim for Reimbursement of Mileage form. Reasonableness of mileage will be verified by the Prescott Business Office using Google maps.

Commute miles - travel from a traveler's home to the College campus that is considered the traveler's main duty post is considered commute miles (regular commute). Commute miles, including commuting on weekends, holidays, or other non-working days, are not a reimbursable expense. Therefore, when a traveler uses their personal vehicle to travel from their home to a secondary temporary duty post or other off-site location, the travelers 'regular' commute miles are to be deducted from their total mileage claimed.

For an employee who has multiple duty posts or not a fixed duty post all travel related to the applicable duty posts are considered commute miles and are not reimbursable.

### D. Meal Incidental Reimbursement

A traveler is eligible for meal allowance when in travel status for a minimum of 24 hours and is more than 50 miles away from the traveler's post of duty. Refer to the Yavapai College Business Office website <https://www.yc.edu/v6/business-office/docs/meal-per-diem-rates.xlsx> for the current

in-state and out-of-state Reimbursement Rate Index (also included in the State of Arizona Accounting Manual).

Whenever meals are provided at no additional cost to the traveler, regardless of the menu or whether the traveler participated in the meal (included meals at conferences or at hotels), the traveler shall not be entitled to any per diem for those particular meals. A conference brochure (or equivalent detailed document) must be provided for documentation of meals included in conference registration.

A continental breakfast served at a conference or other gathering or provided at a lodging establishment at no cost to the traveler constitutes a meal whether or not it contains protein and no reimbursement for breakfast will be allowed when such meals have been provided.

Certain meal expenses may require actual detailed receipts to be submitted and reimbursement will be made based on actual receipts rather than per diem. The following are examples related to student meal reimbursements.

- Student meal reimbursements require actual detail receipts to be submitted. Alternatively, students may be given a set per diem (which is typically less than state per diem rates) and must sign for the per diem given.
- Other situations that require actual receipts to be submitted are student trips where the majority of the food purchased for students will be purchased from a store versus a restaurant (examples include student backpacking or hiking trips). The Business Office may determine if receipts are required on a case by case basis, based on the unique circumstances. Travelers will be notified prior to the trip if actual receipts are required. Travel reimbursements are limited to travel related costs only (lodging, meals, and transportation). Equipment or supplies required for travel must be purchased separately using College purchasing procedures.

When travelers are in an overnight travel status the following rules apply:

**Meal cut off hours are as follows:**

Travel Status Hours	Breakfast	Lunch	Dinner
Leaving before 6am	Yes	Yes	Yes

Leaving between 6am and noon	No	Yes	Yes
Leaving after noon and before 6pm	No	No	Yes
Leaving after 6pm	No	No	No
Returning before noon	Yes	No	No
Returning after noon and before 6pm	Yes	Yes	No
Returning after 6pm	Yes	Yes	Yes

Only employees are eligible for reimbursement for meals and lodging while on overnight travel status.

Student meals and lodging are handled through the group supervisor, usually on an “advance” basis.

Certain other expenses beyond transportation and subsistence are reimbursable when on travel status. Receipts must be provided. Fees and tips given to porters, bellhops, hotel maids, stewards, or stewardesses and others will not be reimbursed.

## V. Travel Advances

### Obtaining Advances

Requests for all advance(s) and payment(s) must be in the Business Office five (5) working days before needed.

Advances to employees is not a typical practice. Travel per diem advances will only be given for overnight travel where the advance request is over \$100, and the traveler has financial hardship. No advances will be given for airfare and hotel.

No employee advances will be made if a traveler has outstanding expense reports from a prior trip. The traveler is responsible for returning any unused monies to the Business Office Cashier.

### Returning Reconciled Travel

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

If actual travel expenses exceed the original request by the greater of 10% *and* \$100, the travel reimbursement form will be returned to the traveler's Budget Manager only for additional approval.

## **VI. Accident Procedure and User Responsibility for College Vehicles**

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

## **VII. College Automobile Insurance Coverage**

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College employees are covered for liability under any and all circumstances within the scope of the employee's duties for both College, rented, and leased vehicles while on approved travel status. Use of College employee's personal insurance is not necessary when using rented or leased vehicles while on approved travel status.

Any driver who operates College-owned vehicles, or passengers in College vehicles with permission by the College, is protected against bodily injury and property damage unless they are in violation of state law or for reason of gross negligence.

An employee driver who operates College-owned vehicles with permission is covered under workers' compensation in accordance with Arizona Statutory Limitations for medical and percentage of salary loss.

Students and volunteers, either as drivers or passengers, in College vehicles are covered by College insurance as described above.

## **VIII. Insurance on Private Vehicles**

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Travelers are required to have the legal limited amount of insurance on their vehicles as prescribed by state law. When an employee is on College business in his/her own personal vehicle, the employee's personal insurance is primary, and the College's insurance is secondary.

College insurance will not pay the individual for damage to the private auto or provide liability coverage for such vehicle. The individual must have his own vehicle insurance to cover these risks per ARS 28-4009. Individuals who use private vehicles on College business do so at their own risk and are entitled to expense reimbursement at a set rate per mile.

Employees driving private vehicles on College business are covered by workers' compensation provided the travel is authorized and occurs during the times when individuals are specifically on College business (to and from work does not qualify).

Employees are encouraged to use College or leased vehicles.