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## Travel Policy

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### **POLICY STATEMENT**

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

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

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### **PROCEDURE**

See [Travel Procedures Manual](#)

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### **RELATED INFORMATION**

[AZ Reimbursement Rate Index](#)  
[ARS 28-4009: Motor Vehicle Liability Policy Requirements](#)

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### **POLICY HISTORY**

Adopted 8/12/1975  
Revised 9/10/1985  
Revised 1/14/2003  
Revised 4/26/2010  
Renumbered from 5.7 to 7.3 on 9/27/2016  
Renumbered from 7.3 to 7.03 on 5/04/2018

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