

**The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).**

---

Per Diem Rates: Statutes relating to travel policies and regulations - ARS 15-1406 permits community college district governing boards to establish travel policies for their districts, but ARS 38-623 and 38-624C limit reimbursement rates for meals, mileage and lodging to the levels set by the department of administration.

*Date of Adoption:*      *Adoption of Manual: July 2008*

*References:*            *ARS 15-1445*  
                                 *ARS 15-1406*  
                                 *ARS 38-632*  
                                 *ARS 38-624, C.*

**The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).**

---

- A. Meal Allowances: Per diem meal reimbursement rates (in and out-of-state) are established by the Arizona department of administration, and qualifying meal costs may be reimbursed only up to the authorized limits (inquire with business services department for current per diem limits and rates for breakfast, lunch and dinner). In the event that the traveler chooses to submit receipts for reimbursement instead of per diem rates, gratuities will not be included in reimbursement.
- B. On days of departure, breakfasts are reimbursed only for travel initiated prior to 7:00 am. On days of departure or return, lunches are reimbursed only for departures prior to 11:00 am or returns after 2:00 pm. Dinners are reimbursed for departures prior to 5:00 pm and for returns after 7:00 pm. No meal receipts are required for reimbursement if per diem rates are used (with the exception of next paragraph).
- C. No reimbursement shall be allowed for meals provided at no out-of-pocket cost to the traveler (e.g., prepaid conference luncheons). However, if circumstances prevent participation in a provided meal, reimbursement to the maximum per diem allowance for that meal may be approved. In such case, a receipt and written explanation (attached to the travel claim) is required. Conference agendas must be attached to the travel claim form to confirm if meals are included at the event or activity.
- D. Lodging Allowances: Lodging rates are established by the Arizona department of administration, which generally adopts the federal Runzheimer Index, and lodging costs incurred while in travel status may be reimbursed up to those authorized limits. The college qualifies for special government or educational lodging rates. Current per diem rates are available through the link provided on the travel request form. Traveler is personally liable for any cost in excess of the allowable expense.
- E. When a conference or event is scheduled to take place in a particular hotel (a “host” hotel) offering special rates for participants, reimbursement of such lodging may be authorized in full, even if in excess of the Runzheimer Index. However, such excess must be approved in advance of travel and make clear business sense. To be reimbursable, lodging costs MUST be documented with original bills. Documentation by credit card slip alone is NOT sufficient.

- F. Occasionally, prevailing hotel rates exceed the maximum allowable reimbursements rates, despite reasonable efforts to locate alternatively priced accommodations. In these situations, the Chief Financial Officer or a designee may grant exceptions to the established reimbursement rates for travel that requires an overnight stay. This request will only be considered IN ADVANCE of travel. Exception requests should document the circumstances of the request, including a minimum of 3 inquiries with hotels normally offering economical rates. Travelers must attach such documentation to the travel request indicating the city, hotel name, telephone number, room availability and rate. If approved by the normal travel request form authorized parties, such lodging costs may be fully reimbursable. Reimbursement for lodging at other than a commercial establishment is not allowed. When lodging is shared with an individual not on college business (e.g., spouse), reimbursement shall not exceed the single-room rate.
- G. Reimbursement for lodging at other than a commercial establishment is not allowed. When lodging is shared with an individual not on college business (e.g., spouse), reimbursement shall not exceed the single-room rate.
- H. Mileage Allowance for Use of personal Vehicle: The IRS establishes a maximum mileage reimbursement rate excludable from ordinary income tax and the Arizona department of administration sets maximums for the state and community colleges within that limit. As a result, college reimbursement rates may be below the IRS limits. The mileage rate shall be that which is currently in effect, and which can be obtained from the business services department. Mileage reimbursement rate is considered full compensation for gasoline, vehicle maintenance, depreciation and all other costs of vehicle operation. No other costs for personal vehicle operation (repair, etc.) may be borne by the college.
- I. For out-of-state travel, total mileage reimbursement for personal vehicle use is limited to the total of: 1.) the cost of economy-fare commercial airline service to and from the destination and 2.) The cost of taxi service between the destination airport and the hotel. Travelers desiring this option must contact the business services department in advance of the trip to confirm the airline cost. Travelers must obtain the approval of their supervisor, campus dean and the President before driving a personal vehicle out of state (Las Vegas is considered in-State) on business and must pre-agree on the reimbursement amount. Such pre-agreed amounts must be clearly indicated and approved on the travel request form.

*Date of Adoption:*      *Adoption of Manual: July 2008*

*References:*            *ARS 15-1445*

**5.095-A**

**Travel  
Requests and Allowances**

**5.095-A**

*ARS 15-1406  
ARS 38-632  
ARS 38-624, C.*

**The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).**

- 
- A. Expense Claims and Reimbursements: Upon completion of travel, the employee shall submit the claim portion of the travel form directly to the business services department at [accountspayable@mohave.edu](mailto:accountspayable@mohave.edu) . A pre-approved travel voucher requires only supervisor approval. A claim not having a pre-approved request must be processed through the established purchase request system. An expense claim form must be completed and submitted for every approved travel request. If no expenses were incurred it must be noted on the claim form.
- B. Travelers may be reimbursed only for those allowable expenses previously approved on a travel request form. Individuals may submit a travel expense claim only for themselves. Claims for trips MUST be submitted within five working days after completion of the trip. Claims for prior fiscal year travel will not be considered outside of this five working day requirement. All claims must be submitted no later than the 2nd Friday in July. Excess advances or travel balances owed to the college after completion of a trip MUST be reimbursed to the college within ten days following completion of the trip. Balances not reimbursed within the above time limit may be deducted from salary, wages or any other reimbursement due the traveler.
- C. m. Reimbursement is allowed only for pre-approved college business-related expenses and for meals and lodging in accordance with the current department of administration procedures. Original receipts for all expenses (except meal per Diems), MUST be attached to all travel expense claim forms. Receipts altered by the traveler may not be accepted (explanatory notes, however, are permitted). Advance funds not supported by receipts within 10 days of return will be reimbursed to the college by means of billing the traveler.
- D. Other Allowable Expenses: Other allowable expenses regardless of amount, require documentation (invoice, bill or receipt).
- E. The college may reimburse the cost of calls or faxes made for official college business. The reimbursement claim must clearly indicate the purpose of the business communication and include receipts when possible. All possible calls should be made from the traveler's cell phone if they receive a cell phone allowance from the college. Long distance calls shall be made "collect" wherever possible or through the college's 1-800 numbers.

- F. Other reimbursable professional travel expenses include parking fees, conference registration fees, highway tolls, postage, taxis, rental cars and fax charges. Questions regarding allowable expenses should be directed to the business services department. No gratuities will be considered for reimbursement.
- G. Non-Reimbursable Expenses: Items NOT considered travel expenses, for which there is NO provision for reimbursement include: Laundry, gratuities, valet services, entertainment, private telephone calls, alcoholic beverages, and servicing of personal vehicles (gas, motor, body or tire repair, etc.).

*Date of Adoption:*      *Adoption of Manual: July 2008*

*References:*            *ARS 15-1445*  
                                 *ARS 15-1406*  
                                 *ARS 38-632*  
                                 *ARS 38-624, C.*

The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

---

#### Mileage Reimbursement

- A. Persons commuting from home to an assigned campus are not eligible for travel reimbursement.
- B. Mileage reimbursements may be authorized regardless of travel status; i.e., within 100 mile radius of the college. If a traveler maintains a daily log for a vehicle, accounting for travel by date and location and clearly indicating business related use, he or she may summarize mileage on the travel claim form. Odometer readings must be supplied or traveler may use standard default rates (call business services department for standard mileage rates).
- C. Employees should maintain a record of their mileage and submit a single request for all mileage reimbursement in the previous 30 days by the 15th day of each month. Exception: if the total amount to be reimbursed does not meet a minimum of \$5.00 and the activity is expected to continue and accumulate, employees should wait until that minimum level is reached to submit their mileage reimbursement.
- D. Associate Faculty: Associate faculty are eligible for travel reimbursement if they are recruited for teaching assignments that require travel in excess of thirty miles round trip from their legal residences, to a maximum of one hundred fifty (150) miles round trip. The first thirty miles is to be deducted from the total (e.g. 65 miles round trip less 30 miles equals 35 miles round trip allowed for mileage). Reimbursement will be at the current mileage allowance approved for the college. Associate faculty teaching classes via distance education modalities are not eligible for travel reimbursement to meet students. Associate Deans and Program Directors are expected to recruit local associate faculty whenever possible to minimize travel cost.

*Date of Adoption:*      *Adoption of Manual: July 2008*

*References:*            *ARS 15-1445*  
                                 *ARS 15-1406*  
                                 *ARS 38-632*  
                                 *ARS 38-624, C.*

**5.095-B**

**Travel  
Claims and Reimbursements**

**5.095**



**The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).**

---

### Vehicles

1. The College shall acquire and maintain a fleet of vehicles to be used for approved and necessary travel by certain college employees in the performance of their duties. Fleet cars shall only be used by assigned employees for daily use. North Mohave campus will retain a fleet car for campus use due to remote location. The office of procurement shall solicit bids for rental vehicle services, and the successful vendor shall be utilized during that fiscal year to supplement the college fleet of cars.
2. College cars and vehicles rented for college use are intended only for the conduct of official college business and may be driven only by employees having a valid driver's license. Students, work studies, aides, volunteers and the like are not eligible.
3. For in-district travel employees will be expected to use a personal car but may arrange a rental car for out-of-district travel. If personal circumstances will not allow for use of a personal car for in-district travel, a Vehicle Request form may be filled out and signed by the supervisor authorizing such arrangements.

### Vehicle Assignment

1. Absent justifiable need, travel within the service area of the lower three campuses by term employees will be conducted using personal vehicles. Travel to and from Colorado City as well as travel outside the southern campus service areas may indicate the use of a rental vehicle.
2. The North Campus Dean shall designate a staff member to monitor and manage the vehicle assignments.
3. Faculty and staff members who travel for the purpose of conducting college business must receive approval on the Travel Form prior to the trip.
4. Travelers must submit the approved Travel Form to the Business Office at: [accountspayable@mohave.edu](mailto:accountspayable@mohave.edu)
5. Any passengers carried must be listed on the vehicle request form. Only persons having an appropriate college function or business relationship may be carried as passengers.

6. The best use of college resources, considering the length of the trip, number of passengers and the days the vehicle will be in use, shall govern the vehicle assignment. The order of preference shall be determined by the Business Office.
7. The Business Office shall review the approved travel request and make a rental reservation as necessary. No vehicle will be assigned without proper approvals.
8. If a personal vehicle is approved for use by the college president at the request of the traveler for personal comfort or convenience, the maximum reimbursement shall be the actual mileage rate for the miles driven, or the regular daily rental rate from the contract vendor, whichever is less.

Exceptions:

Associate faculty members shall be reimbursed for the use of private vehicles for travel between campuses for the purpose of teaching a scheduled class. Rental vehicles will not be used for this purpose.

Vehicle Use

1. The campus office shall issue a gasoline credit card for the trip, and the driver shall be responsible for refilling the college vehicle or rental vehicle prior to return. College fuel cards shall not be used for privately owned vehicles. Fuel cards, when inserted in the fuel pumps, will request the vehicle mileage and the user pin number. The MCC six digit employee number is the correct pin number for access. Fuel cards for rental vehicles may be obtained from the campus dean's secretary. The fuel cards used for rental vehicles use a different pin system. Pin numbers will be issued by the campus dean's secretary at the time they are issued.
2. When college cars are used for business travel, the college's auto and liability insurance provides the primary coverage in accordance with state law. A certificate of coverage and an accident report form should be in the glove compartment of every college vehicle.
3. Compact class cars from rental agencies shall be used, unless the circumstances of the trip, i.e., number of travelers, hauling of supplies or unimproved roadways, justifies a larger vehicle. Field trips for students may require vans. The Business Office will make arrangements directly with the rental car agency.
4. The rental contract and associated paperwork will be forwarded to the business services department as soon as possible after the trip for proper payment.

5. Insurance coverage offered by the rental agency is not approved. The college's automobile insurance coverage is primary when rented cars are used for college business. Always rent in the name of the college. Always take a copy of the college's certificate of coverage and an accident report form with you when renting an automobile.
6. Any use of the rented vehicle which may appear to be personal may negate college insurance coverage and incur liability to the driver.
7. Use of Private Vehicle: When a private car is used for college business, the driver's personal automobile insurance provides primary coverage. The college's auto liability insurance may extend that coverage in the event liability costs exceed the traveler's policy limits. In accordance with ARS 28-1251, employees driving personal vehicles for college business must have personal auto coverage and submit proof of coverage to the business services department.
8. Any traffic or parking citations resulting from the use of a college car, or one rented by the college for approved travel, become the responsibility of the employee driver. The college will report to the requesting law enforcement agency the identity of the employee driver upon request for "speed camera," or "red light camera," violations received.

*Date of Adoption:*      *Adoption of Manual: July 2008*

*References:*            *ARS 15-1445*  
                                 *ARS 15-1406*  
                                 *ARS 38-632*  
                                 *ARS 38-624, C.*

**The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).**

---

### Field Trips

1. Field trips must be planned in conjunction with the associate dean and chief academic officer for credit and non-credit courses prior to discussion with students.
2. No core courses will require a field trip.
3. Monday through Friday field trips will be avoided, or the trip must be completed within the regular class or lab times.
4. The notification that “field trips may be a required part of the class” will be included in the catalog, schedule, and syllabus.
5. The following rules apply:
6. The transportation fee paid by the student is that listed in the current catalog and schedule.
7. No mandatory field trips will require the student expenditure of funds beyond meals, unless the costs are identified in the schedule.
8. Additional costs of a field trip (entrance fees, lodging) shall be identified in the schedule and the syllabus.
9. No mandatory field trips shall be scheduled on days the college is closed.
10. The syllabus shall contain a firm listing of the times and dates of field trips.
11. Students shall be made aware of the consequences of missing field trips.
12. No class will be offered with required field trips if the above requirements for listing in the catalog, schedule, and syllabus have not been met.
13. Proof of medical insurance is required for all field trip participants.
14. Arrangements should be made for students with special needs.
15. An instructor must accompany the field trip for it to be college sanctioned.
16. A travel request form must be completed whether or not there is a claim for reimbursement.
17. Any necessary pre-reservations must be made before the class starts.
18. All students under 18 years of age must have permissions slips signed by a parent or guardian prior to any field trip.
19. Field trips by college clubs will be funded from club revenues.
20. All students must complete the field trip release form and return it to the instructor prior to attending the field trip.

*Date of Adoption:*      *Adoption of Manual: July 2008*

*References:*            *ARS 15-1445, ARS 15-1406*  
                                 *ARS 38-632, ARS 38-624, C.*

**Accident/Injury/Illness in Travel Status**

The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445, ARS 15-1406, ARS 38-623 and 38-624C).

---

Accident or Illness while in Travel Status

Whenever travelers on college business fall ill, suffer an accident or emergency, they should immediately notify proper legal authorities, if applicable and their immediate supervisor. If the supervisor cannot be reached, the traveler should notify the business services department, who will forward the information.

In case of an accident while in college travel status, travelers must submit a full, written report as soon as possible to the business services department. The report must indicate all important facts, names and addresses, police report numbers, witness information, extent of injuries, damages incurred and any other pertinent information.

*Date of Adoption:*      *Adoption of Manual: July 2008*

*References:*            *ARS 15-1445, ARS 15-1406*  
*ARS 38-632, ARS 38-624, C.*

**The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).**

---

#### Job Applicant Travel Reimbursement

In order to support the college's efforts to attract qualified job applicants, the college shall reimburse certain interviewee travel costs.

Applicants are eligible for reimbursement if they have been invited to participate in an on-campus interview for a full-time regular job opening. Reimbursement is limited to applicants traveling more than 100 miles one way in order to participate in the interview and the applicant is interviewing for a position categorized as professional staff, administrative staff level 1 or resident faculty.

The President may waive any restriction within this policy whenever, in his judgment, special circumstances so justify.

Applicants may be told, at the time of the invitation for a personal interview that the college may reimburse for interview expenses, upon approval of the President for the following:

1. Lodging, meals, and least expensive method of transportation consistent with scheduled interview date. Transportation costs may consist of: parking fees, shuttle and/or taxi fare, airline ticket, mileage reimbursement for use of personal car (odometer readings will be required), rental car to and from destination.
2. The college will reimburse candidates up to the authorized limits for lodging, meal rates and mileage rates in accordance with the levels established by the Arizona Department of Administration.
3. Lodging and meals will be reimbursed to a maximum of two days.
4. Other expenses as approved by the President.
5. Original, itemized receipts are required for reimbursement of covered expenses, excluding meals. Receipts and request for reimbursement must be submitted to human resources no later than 30 days from the date of the interview to be eligible for reimbursement.
6. The college will not reimburse for personal expenses such as in-room bar/snack service, movie rentals, phone calls, valet service, etc.

*Date of Adoption: Adoption of Manual: July 2008*

**5.095-G**

**Travel**  
**Applicant Travel Reimbursement**

**5.095-G**

*References:*            *ARS 15-1445, ARS 15-1406*  
                              *ARS 38-632, ARS 38-624, C.*

**Personal Time Off with Business Travel**

**The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).**

---

Personal Time Off with Business Travel

Occasionally an employee may take a trip that includes both approved personal and business travel or the trip may originate from another location because of personal reasons. A combination trip does benefit the traveler to some extent, therefore, travelers should exercise special care not to seek reimbursement for expenses that could be construed as personal.

When combined personal and business travel occurs, the following rules apply:

**Approval(s):** The traveler must have prior supervisory approval and Paid Time-Off (PTO) approval to extend the stay of business travel. The Business Office staff only facilitates travel arrangements, they do not provide advice, approval, or recommendations. Seek advice, approval, and recommendations from your supervisor.

**Air Travel:** A cost comparison is required if the stay at the business location is extended prior to or after the dates of the business mission. Additional expenses resulting from the added time, i.e., parking, lodging, fixed meals, etc., are not reimbursable and are the traveler's expense. If any other destination is included on the ticket that does not pertain to the business purpose (other than normal connecting airports to get to the business destination), the amount reimbursed/paid by the college will be the fare directly related to the point(s) of business based on the economy/coach fare.

**Ground Travel:** The traveler must pay for car rental and gas for travel other than that directly related to business based travel.

**Lodging:** Any additional days of lodging beyond the business dates is considered personal and is not reimbursable.

**Per Diem for Meals:** Fixed meal allowance is paid to staff while traveling on official business. Fixed meal allowance is not paid for personal days.

**Miscellaneous:** Parking expense at the airport and hotels must be reduced for any personal days. Taxi and shuttle expenses during personal days are not reimbursable.

**Insurance/Risk:** Note: When on personal PTO days, you are not covered under college insurance policies specific to the institution such as worker's compensation, liability coverage, and auto insurance and must have your own personal coverage as needed.



**5.095-H**

**Travel**

**5.095-H**

**Personal Time Off with Business Travel**

*Date of Adoption:*      *Adoption of Manual: July 2008*

*References:*            *ARS 15-1445, ARS 15-1406*  
*ARS 38-632, ARS 38-624, C.*