



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	College Travel
<i>A Number:</i>	AP 4.06.01
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<i>Sponsoring Unit/Department:</i>	Finance and Administration
<i>Policy Title(s) & No(s).:</i>	College Travel, BP 4.06
<i>Legal Reference:</i>	ARS § 15-1406
<i>Cross Reference:</i>	International Education, BP 3.36

PURPOSE

The purpose of this Administrative Procedure is to establish processes for College travel.

SECTION 1: Travel Authorization

- 1.1 The Chancellor delegates authority to the Chief Financial Officer or designee to create procedures for College travel.
- 1.2 Individuals traveling for a District purpose may include, but are not limited to, administrators, faculty, staff, Governing Board members, students, volunteers, and candidates for employment.
- 1.3 The appropriate supervisor, as defined in the travel procedures, must approve all travel and related expenses for an individual and ensure that the purpose of the trip is justifiable.

- 1.4 International travel, as defined in the travel procedures, requires written justification for the purpose of the trip, verification of the country's status with the State Department, and the prior approval of the Chancellor or designee. Additional documentation and a risk management assessment may be required.
- 1.5 International Education Study Programs are subject to College travel procedures.

SECTION 2: Travel Expenses

- 2.1 Travel for a District purpose should, as much as practicable, be based on the most economical methods and provide an overall benefit to the College. The supervisor and the traveler shall agree on the business purpose of the trip.
- 2.2 When appropriate, the traveler should use a College-issued Travel & Entertainment Card ("T&E Card") for all travel-related expenses.
- 2.3 An individual traveling on behalf of the College, or his/her designee, is required to obtain appropriate documentation for all travel-related expenses. Travel expenses shall be documented in a timely and accurate manner as defined in the procedures.
- 2.4 Non-employee travel, excluding Board members, students, volunteers, and candidates for employment, shall be processed using the College's procurement and payment services and procedures.