



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	College Travel
<i>Board Policy Number:</i>	BP 4.06
<i>Adoption Date:</i>	5/26/93
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	9/30/14, 2/5/15, 4/7/17, 9/13/18, 4/3/19, 6/7/23
<i>Revision Date(s):</i>	6/12/02, 1/11/10, 9/30/14, 2/5/15, 4/7/17, 9/13/18, 4/3/19, 6/7/23
<i>Sponsoring Unit/Department:</i>	Finance and Administration
<i>Motion Number:</i>	6310
<i>Legal Reference:</i>	ARS § 15-1406
<i>Cross Reference:</i>	International Education, BP 3.36

The Governing Board delegates authority to the Chancellor or designee to establish procedures for individuals traveling for a [Pima Community College \(“College”\) District](#) purpose. The procedures will define the method by which individuals are authorized to travel and the process for authorization and payment of travel-related expenses. The goal of travel procedures is to provide employees with reasonable discretion for travel decisions, within appropriate parameters, subject to supervisor oversight, and using a process that allows for review of travel decisions to promote accountability.

I. Procedure Standards

The travel procedures shall include the following elements, applicable to all employee travel:

Defined [appropriate](#) reasons for travel, such as:

- Approved professional development [;](#)

- Directly related to an established goal~~;~~:
- Promoting business or educational opportunity for the College, related to an existing or prospective program~~;~~:
- Cultivating relationships with current or prospective educational or industry partners, regulatory and accrediting bodies, or donors.

Documentation standards for travel, including~~;~~:

- Purpose for the travel~~;~~:
- College personnel traveling~~;~~:
- Source of funds used for the travel.

II. Chancellor Travel

The following procedures shall apply to travel by the Chancellor outside of the State of Arizona:

- Prior to travel, the Chancellor will inform the Board Chair of upcoming travel and identify the purpose or goal of travel.
- Following the travel, the Chancellor will inform the Board of the travel and its purpose, along with the outcome, insight, and/or observations resulting from the travel.
- ~~• On at least an annual basis, the Chancellor will provide the Board with a written report summarizing travel. The report shall also be posted on the College website.~~