

# TRAVEL FAQs

## 1. What forms are required prior to traveling? Where can I find them?

- A Travel Authorization (TA) must be completed in FMS and routed for approval. All back-up documentation must be attached (i.e. conference agenda/brochure, pricing for registration, airfare and hotel). If requesting Telecommunication on your TA, the MCCCDC business purpose must be listed (i.e. teaching online class).

## 2. Do I need to create a TA for In-County travel?

- If there are any costs associated with the travel, YES, you will need to create a TA. If there are no costs involved, you will not need to create a TA. However, ALL group travel requires a TA, regardless of whether or not there are costs involved (field trips, club travel, etc.).

## 3. What is required after travel is complete?

- Expense Reports (ER) need to be completed in FMS and are required for all TA's regardless of whether or not you are requesting reimbursement. This includes reimbursable travel and travel that was paid with a PO or PCard. All paid receipts will need to be attached to the ER for all expenses, regardless of how the expense(s) were paid. **The only time an ER is not needed is when the TA was processed as a Penny TA (\$0.01).**
- The Expense Report must be done within 30 days of the last day of travel (or June 30<sup>th</sup> of the current fiscal year, whichever is sooner). Reimbursement requests submitted after this time frame require approval by the College President or designee and from the funding entity if professional growth or grant funds are used.
- ER's must have all receipts attached for each expense type (hotel, airfare, car rental, etc.), regardless of whether or not they are being claimed for reimbursement.

## 4. What are the Per Diem rates? [Click here for Per Diem rates](#)

## 5. Can I include tips on my Expense Report?

- Expenses including, but not limited to, gratuities, laundry, baggage handling tips, and other tips are considered incidental expenses. Per the Travel Regulations, incidental expenses are covered by per diem and are not eligible for separate reimbursement.

## 6. What if I want to drive instead of fly? How do I calculate that?

- A personally-owned motor vehicle may be used for out-of-state travel with supervisory approval. Reimbursement for mileage is limited to no more than the lowest cost mode of transportation and should be documented by traveler and approved prior to travel. Travel Authorization must include a print out of the lowest airfare available for the specified travel dates. If traveling out-of-county, within the state of Arizona, reimbursement will be at the rate set by the Arizona Department of Administration computed by odometer readings or online navigation mapping system.

**Please note:** *Before any employee of the College/District operates any vehicle, including a personally-owned vehicle, while engaged in any work phase of their employment with MCCCDC, either assigned or implied, they must:*

## 7. Can I have my travel expenses pre-paid?

- Yes, we can typically pre-pay airfare, hotel and registration fees. This can be done via PO or PCard and only after your TA has been fully approved. Check with your department Admin. Assistant to discuss your options.

**Please note:** *The employee will need to forward the approval e-mail and send a screen shot of the TA details along with the expense breakdown to the cardholder PRIOR to any purchases being made. This allows the cardholder to confirm the traveler has been approved and how much they can charge for each expense without going over the approved amount(s). For example, if a traveler is approved for airfare in the amount of \$400.00 and the traveler's airfare is \$500.00, the purchase **should not** be made on a PCard. In addition, any Maricopa Prepaid Expense Types must list how they will be paid on the TA Expense Type Description. For example, if it is going to be paid on a PO, the Expense Type Description should say "To be paid on PO - Registration fees" or if it will be paid on a PCard, the description should say "To be paid on XXXX's PCard - Registration fees."*



**15. Are my meals covered if I travel within Maricopa County?**

- Meals and incidental expenses are not reimbursed for local travel.

**16. What if my costs are higher than what I was approved for on my PG application?**

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- Parking or traffic fines
- Personal accident or property insurance
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