MCCCD Travel Calculation Form

Traveler: ___________________________   Destination City & State: ___________________________

Purpose: __________________________________________________________________________________________

Event- Start Day & Time _____________________________   Event End Day & Time _____________________________

Included Docs: Airfare _____  Conference Info _____  Hotel _____  Car Rental Justification _____ FPG Application _____

Overall MCCCD Guidelines: “Reimbursement is also limited to expense of travel by the most direct and usually traveled route; by the most economical means of transport”. Travel insurance is not covered.

Airfare: do not include seat or class upgrades, preferential boarding, alcoholic beverages or meals (use per diem).
If traveling by personal vehicle, attach mileage calculation – reimbursement not to exceed documented comparable airfare.

<table>
<thead>
<tr>
<th>Day &amp; Date mm/dd/yy</th>
<th>Time-Leave from and Arrive in Phoenix</th>
<th>Airline &amp; Flight #’s</th>
<th>Flight Cost</th>
<th>Add Baggage- max $25, each way</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outbound</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$25</td>
</tr>
<tr>
<td>Return</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total cost=</td>
</tr>
</tbody>
</table>

Comments:

For the event schedule, I must travel the day before it begins (Y/N___); and/or the day after it ends (Y/N___).
I am knowingly traveling outside the scope of the event and will be responsible for additional expenses (Y/N___).

Lodging: Use the conference hotel unless justification is included. Include charges for Internet access and mandatory ‘resort fee’ if applicable, however movies, room service, mini-bar and other add-ons are not allowed.

An additional day of hotel stay is justified before the conference begins if travel schedules require the traveler to leave their residence before 7:00am the day the conference begins to arrive before the start of the conference. (Example justifying extra day: A conference in Atlanta begins at 3:00pm, however to get there that same day would require leaving home at 6:00am to catch an 8:00am flight to arrive at 2:45pm).

An additional day of hotel stay is justified if travel schedules do not allow the traveler to return to their residence before 9:00pm the day the conference ends - leaving after the end of the conference. (Example of no extra day: A Dallas conference ends at 3:00pm, there is a 5:30pm flight that arrives in Phoenix at 7:45pm and can be home by 8:30pm).

<table>
<thead>
<tr>
<th>Hotel Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Day / Date</td>
<td></td>
</tr>
<tr>
<td>Daily Rate</td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td></td>
</tr>
<tr>
<td>Tax (use 20% if unknown)</td>
<td></td>
</tr>
<tr>
<td>Total Daily Cost</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

This is a conference designated hotel and rate (Y/N______).

Travel Committee members initial: __________  ________  Recommended Total: __________
Ground Transportation (taxi, shuttle bus, parking)-
If a taxi or shuttle bus service is needed, reimbursement will be for the least costly method of travel.

Parking is available at the airport using long-term economy lot rates (including on-airport economy lot garage parking). If the traveler is being dropped off at the airport, no mileage will be reimbursed; however 1-hour parking is available in the short-term (at terminal) parking garages when picking up arriving travelers.

Daily taxi service to/from conference events is allowable, but receipts must be provided. No personal travel will be reimbursed.

**Ground Transportation Calculation** (Include amounts where applicable – Estimate if necessary – Keep receipts):

<table>
<thead>
<tr>
<th>Phoenix Shuttle/Taxi/Parking</th>
<th>Destination Shuttle/Taxi</th>
<th>Destination - Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Parking at Sky Harbor is $11/day.

**Rental Car**- If a rental car is required, or more cost effective, attach a letter of justification. Include the District mandated additional insurance, fuel, and hotel parking costs. See the travel guidelines section for more information about rental cars.

**Meals and Incidental Expenses (including tips)** - Receipts are not required. If meals are included as part of a conference or other activity, they must be excluded from reimbursement calculations regardless of the travelers participation in the meal. The per diem is not meant to reflect the total cost of meals, just to offset the additional expenses associated with traveling. MCCCD uses the per diem rates from the State of Arizona. Any travel day of 14 hours or longer is considered a full day; however, partial days are allowed. Departure and return are measured from the time the traveler leaves and returns to their home or duty post whichever is closer:

a. Breakfast allowed: when departure is prior to 7:00 a.m. and/or return is after 9:00 a.m.

b. Lunch allowed: when departure is prior to 11:30 a.m. and/or return is after 1:30 p.m.

c. Dinner allowed: when departure is prior to 5:00 p.m. and/or return is after 7:00 p.m.

Find the daily rate at [https://gao.az.gov/sites/default/files/Supp_I_trvrates-012308.pdf](https://gao.az.gov/sites/default/files/Supp_I_trvrates-012308.pdf)

<table>
<thead>
<tr>
<th>Use this chart for calculating partial days</th>
<th>Daily Rate</th>
<th>$34</th>
<th>$39</th>
<th>$44</th>
<th>$49</th>
<th>$54</th>
<th>$59</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$7</td>
<td>$8</td>
<td>$9</td>
<td>$10</td>
<td>$11</td>
<td>$12</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>$10</td>
<td>$11</td>
<td>$13</td>
<td>$14</td>
<td>$16</td>
<td>$17</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>$17</td>
<td>$20</td>
<td>$22</td>
<td>$25</td>
<td>$27</td>
<td>$30</td>
<td></td>
</tr>
</tbody>
</table>

| Day or Date: | | | | | | | |
|--------------|--------------|-----------------|-------|
| Breakfast    | | | | | | | |
| Lunch        | | | | | | | |
| Dinner       | | | | | | | |

Total Daily Cost: $______

Comments: The per diem for the event location is $______.

Note: Alaska and Hawaii per diem rates are located on the international tables. Use the ‘Local Meals’ column when calculating the expense. If needed, the breakdown of daily rates is - Breakfast 20%, Lunch 25%, and Dinner 55%. The tables can be found at: [http://www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)
Residential Faculty Travel Request Application Process

Residential Faculty (not adjunct, OYO or specially funded) are eligible to receive up to a maximum of $3,900 this year (July 1, 2014 to June 30, 2015) to attend conferences or workshops related to their teaching discipline; these funds are on a “first come, first served basis” and are not guaranteed. To apply for travel funding, please follow the application procedures and guidelines outlined below. Conference fees are handled separately.

Note: The MCC Travel Committee reviews travel requests twice monthly to see if they are in compliance with MCC and District guidelines. The request is then forwarded to the District Offices for final funding approval. If a faculty member travels before he/she has received District approval, he/she does so at his/her own financial risk. Submit requests as early as possible!

The MCCCCD Administrative Regulation on Travel can be viewed at:
http://www.maricopa.edu/publicstewardship/governance/adminregs/fiscal/1_15.php

Prior to Travel:
For Domestic Travel (includes Alaska and Hawaii), please complete the following tasks no less than 30 calendar days prior to travel:

1. Review the guidelines on the attached calculation form and research conference fees, transportation, included meals, and lodging expenses.
2. Be sure to include all pertinent costs in your request – estimate high if actual costs are not known. Appeals will not be considered unless extreme circumstances exist that were beyond the control of the traveler.
3. Complete a Travel Calculation Form (included with this document).
4. Prepare a Travel Request/Authorization Form (available in dept. offices; must be signed by Dept. Chair, Dean of Instruction, VP of Academic Affairs, College President, and Fiscal Agent).
5. Submit the Travel Calculation Form, Travel Request Form, conference brochure, airline confirmation, and hotel confirmation to your Department Chair. If reservations have not been booked, submit estimates. Keep copies of all documents submitted.
6. Ensure the Annual Travel Acknowledgement Disclosure has been submitted for the current fiscal year. This can be done at:
   http://www.maricopa.edu/disclosure/

For International Travel, follow the same steps outlined for domestic travel; however, also complete and include the International Travel Worksheet (available from the fiscal office) no less than 60 calendar days prior to travel. **Note - All international travel requires pre-approval by the Chancellor. Any paperwork received later than 30 calendar days prior to travel days requires a written explanation before the chancellor will review it.

Procedure after Traveling:
Please submit the following to the MCC Fiscal Office (Room AD3S) within 30 calendar days after completing travel:

- A completed & signed Expense Claim Form (available in dept. offices).
- Original, paid receipts for all expenses excluding meal per diem.
- Keep copies of all submitted forms and receipts.
The MCC Travel Committee is dedicated to helping faculty take advantage of travel opportunities that will enhance their professional growth. For help with travel documents, please contact:
Bob Samson, 480-461-7744 (MCC FPG Fees & Travel Representative)

Additional Considerations:

- **Travel occurring at the end of the fiscal year** presents potential complications; so strict adherence to deadlines is vital. If a travel request is submitted after the last Travel Committee meeting in May and the travel is before July 1st, the request will be reviewed by the committee chair, if available. All expense claim forms and original, paid receipts must be submitted on or before June 15. Note: If a trip concludes during the last half of June, special efforts must be taken to submit reimbursement requests by June 30th of the fiscal year for which the travel occurred.

- **Mileage instead of airfare**: If an individual opts to drive rather than fly, submit proof of estimated airfare, as well as a Map Quest printout showing the total estimated mileage. The Travel Committee will approve mileage based on the lowest airfare available. This amount will be the maximum transportation amount the individual may claim.

- If requested travel is not taken, please notify the Travel Committee and Fiscal Office as soon as possible.
  
  - **When supplying a conference brochure**, consider the following: A hard-copy brochure (or printed online equivalent) must include workshop/conference/ seminar name, dates, location, lodging and registration costs, and a schedule of events/workshops. A call for papers/proposals does not qualify as a brochure. The conference must relate clearly to the traveler’s field or teaching assignment. See: [http://mcli.maricopa.edu/fpg/travel](http://mcli.maricopa.edu/fpg/travel)

**General Guidelines:**

- Travel requests must be made at least 30 calendar days prior to the beginning of travel. Requests made less than 30 calendar days in advance will be considered if there is a letter of justification for the short notice. **No travel request will be considered if it is made after travel has begun.**

- The MCC IT Department has Sprint WiFi Internet cards that can be checked out for eligible travelers. This allows you to use a laptop and access the Internet without hotel charges. Contact the MCC Help Desk for more info.

- If you are going to be presenting and need A/V equipment, the MCC A/V Department has portable projectors available. Contact them about your needs instead of renting equipment at the conference site.

- Parking, Internet, telecommunication expenses, and baggage fees up to $25.00 each way, must be included to be eligible for reimbursement. Include all pertinent costs and explanations (if necessary) in your request as **there will be no appeal unless extreme circumstances exist that were beyond the control of the traveler.**

- If conference registration fees are in excess of $30.00, prepare a Faculty Request for Professional Growth form and submit it to the MCC Faculty Professional Growth Representative. For more information, see: [http://www.mcli.dist.maricopa.edu/fpg/index.html](http://www.mcli.dist.maricopa.edu/fpg/index.html)

Last Updated 10/21/14
• Rental Cars: Normally, travel funds do not cover rental cars. If a rental car is necessary or more cost effective, a written justification is required. District policy requires that car rentals include the additional insurance offered by the rental agency. Note: If a group is sharing a car, one person needs to take responsibility for claiming the expense. Please list all faculty included in the group as part of your justification. For more information and preferred vendors, see:  
  http://www.maricopa.edu/purchasing/e&irentalcar.htm

• In-county travel generally does not include reimbursement for meals and incidental expenses (per District guidelines).

• Frequent Flyer Miles, Complimentary Hotel Rooms, or other non-monetary forms of payment will not be reimbursed.

• In-state travel (outside of Maricopa County) funding will cover travel related expenses if the conference is two days or more. Travelers are encouraged to first use College/District vehicles. If none are available, mileage may be reimbursed for using a private vehicle. For more information, see:  
  http://www.mc.maricopa.edu/employees/facilities

• The MCCCD FPG board must approve all travel requests; the MCC Travel Committee just makes recommendations based on District Policy and Guidelines.

• Requests for reimbursement (with receipts for all but per diem) must be filed with the Fiscal office no more than 30 calendar days after the travel return date.

• If a traveler wishes to extend his/her stay beyond the days actually needed for the conference, all additional expenses are the responsibility of the traveler.

• Your travel request will be evaluated based upon the information supplied by you. If there is an exception to the guidelines, please attach a written explanation so it may be considered. An example might be using a non-conference hotel because all rooms were booked at the designated site.