

GCC FACULTY TRAVEL GUIDELINES

All Faculty members receive a set amount for a three year period. The amount is determined by the travel committee at the beginning of each academic year based on the allotment from the District office. Once the three year cycle is over, the faculty member begins with a new allotment. Approval is on a first come basis.

REIMBURSABLE EXPENSES	NONREIMBURASBLE ITEMS
AIRFARE* Ticket Luggage Fee	AIRFARE Upgraded airfare and seating Parking at the airport Porter fees/gratuity
LODGING* Hotel Room(Conference hotel completely covered, non conference abide by State per diem) Tax	LODGING In room services Parking Tips/Gratuity
REGISTRATION* \$50 or less	REGISTRATION Over \$50, District Professional Growth
RENTAL CAR* Only if part of group to combine ground transportation costs**	RENTAL CAR Rental Cars to single travelers
TELECOMMUNICATION None	TELECOMMUNICATION Computer usage and Internet Access Phone calls
PARKING FEES None	PARKING FEES Airport parking Hotel parking
TRANSPORTATION* (not to exceed \$100.00) Bus Light Rail/Subway Shuttle/Taxi	TRANSPORTATION Gratuity
MEALS(Receipts not needed) Amount based on state of Arizona per diem amounts***	MEALS Meals provided as part of the conference Program Gratuity
PERSONAL VEHICLES In county 44.5 cents per mile Out of state -Must request fleet vehicle and travel is no more than 600 miles one way.-must pass District driver training program -If fleet vehicle is unavailable, up to the cost of the lowest airfare	PERSONAL VEHICLES Maintenance fees Towing

*Receipts required upon return

**Travelers would combine the \$100.00 Transportation Costs to cover

***Go www.gao.state.az.us/publications/SAAM/Supp_I_trvrates-012308.pdf or <http://www.gccaz.edu/cashiers/10320.htm> for rates