

GCC FACULTY TRAVEL GUIDELINES  
2011-2012

All Residential Faculty members have been allotted \$2000 for the 2011-2012 academic year. This includes both travel and registration fees. Approval is on a first come basis. All international travel is approved by the chancellor's office.

<b>REIMBURSABLE EXPENSES</b>	<b>NONREIMBURSABLE ITEMS</b>
<b>AIRFARE*</b> Ticket Luggage Fee	<b>AIRFARE</b> Upgraded airfare and seating Parking at the airport Porter fees/gratuity
<b>LODGING*</b> Hotel Room(Conference hotel completely covered, non conference abide by State per diem) Tax	<b>LODGING</b> In room services Parking Tips/Gratuity
<b>REGISTRATION</b> All registration fees over \$30.00	<b>REGISTRATION</b>
<b>RENTAL CAR*</b> Only if part of group to combine ground transportation costs**	<b>RENTAL CAR</b> Rental Cars to single travelers
<b>TELECOMMUNICATION</b> Computer Internet Access up to \$100	<b>TELECOMMUNICATION</b> Phone calls
<b>PARKING FEES</b> Off Airport property fees up to \$50	<b>PARKING FEES</b> Hotel parking
<b>TRANSPORTATION* (not to exceed \$100.00)</b> Bus Light Rail/Subway Shuttle/Taxi	<b>TRANSPORTATION</b> Gratuity
<b>MEALS(Receipts not needed)</b> Amount based on state of Arizona per diem amounts***	<b>MEALS</b> Meals provided as part of the conference Program Gratuity
<b>PERSONAL VEHICLES</b> 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(Must provide the airfare estimate with Travel Authorization	<b>PERSONAL VEHICLES</b> 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](http://www.gao.state.az.us/publications/SAAM/Supp_I_trvrates-012308.pdf) or <http://www.gccaz.edu/cashiers/10320.htm> for rates