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### 3-603 Guidelines for Out-of-State Travel

#### A. Approval

All requests for out-of-state travel by university employees are subject to approval of the president of the university or the president's designee. Persons traveling out of state must submit travel orders/requests sufficiently in advance of the departure date to allow for the orderly review of the request.

#### B. Means of Transportation

1. Commercial Air Carrier - approval will normally be granted for air coach/economy fares only. If other than coach/economy travel is requested, a written statement of justification must accompany the travel order.
2. Private Automobile - approval of private automobile use out of state will be granted subject to the following conditions:
  - a. Mileage reimbursement will not exceed the lesser of the air coach fare for the trip or the prevailing mileage reimbursement allowance.
  - b. Per diem will not be allowed for more than the amount which would have been allowed had the traveler used air transportation and work days away not covered by per diem to be counted as annual leave unless specifically approved by the president or the president's designee.
  - c. Proof of insurance coverage consistent with State of Arizona requirements.
3. Rented or Chartered Aircraft - chartered aircraft may be used when other means of transportation are not economical or convenient. Written justification must accompany the travel order.
4. Rented Automobiles - Not State-Owned - rented or leased automobiles may be used for ground transportation at the point of destination when it is in the best interests of the state to do so.

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Leased vehicles should not be used when taxis, buses and other alternatives are more economical.

5. State-Owned Vehicles – state-owned vehicles may be used for out-of-state travel when no other means of transportation is available or when such use is in the best interest of the state. Such requests must be made in writing and require the approval of the president or the president=s designee.

C. Representation/Attendance

Out-of-State - representation by employees of a university at a convention or meeting outside the state is to be held to a minimum, usually one (1) person. Attendance by more than two (2) persons from a single academic or administrative unit or department, will be justified in writing and considered on a case-by-case basis.

- D. Out-of-state travel by university employees is subject to whatever additional policies are extant at each institution, as well as applicable state statutes and regulations.