



STAFF TRAVEL PROCEDURES

MILEAGE:

- Mileage is reimbursed at .625 cents per mile while on business travel.
- Regular commuting miles are not reimbursable (travel between personal residence and regular duty post). Regular commuting miles includes commuting on weekends and holidays.
- Mileage may be reimbursed between the traveler's personal residence and temporary duty post less that day's regular commuting miles.
- A daily travel log must be maintained while on travel status. The log should include the complete address for the "Departed From" location and the "Arrived At" destination with dates and times (address may be included on internet mapping printout).
- Travel outside of the district, an internet mapping printout is required (Google Maps, MapQuest, etc).

MEALS:

- Traveler must be in overnight travel status to claim meal reimbursement.
- Central Arizona Valley Institute of Technology uses The U.S. General Services Administration Per Diem Rates. Please submit a copy of the conference, training daily agenda. Meal allowances will be provided based on the current per diem rates.

LODGING:

- Lodging expense must be made using a CAVIT VISA Credit Card. Authorized traveler must be 50 miles from regular duty post to be approved.
- Lodging receipts must be submitted to the Business Office upon your return.

OTHER TRAVEL EXPENSES:

- Other travel expenses include parking fees, taxi/shuttle, tolls and baggage fees.
- Original itemized receipts must include the name, address and telephone number of the establishment.
Original receipts must be turned in for reimbursement. No hand written receipts will be accepted.

Mileage expenses should be submitted monthly.