

Policy 3250: Travel Policy

Original Adopted Date: September 17, 2025

Status: Approved

PURPOSE

The purpose of this policy is to set forth guidelines for the development and revision of the District's policies and procedures for official District related and approved travel by Santa Cruz County Provisional Community College District (SCCPCCD) board members, employees, and students. Travel policy and the accompanying procedures will be informed by A.R.S §15-1406 and A.R.S. §38-621 et. seq. and will conform to applicable state and federal law.

RESPONSIBILITIES

The District Governing Board, CEO, and Chief Finance Officer are charged with developing a robust travel procedure detailing approval processes, allowable expenses, differences in processes for in- and out-of-state travel, student travel, reconciliation, insurance, safety requirements, etc.

TRAVEL PROCEDURES MANUAL

- A Travel Procedures Manual will be developed, updated, and distributed as necessary to inform all individuals participating in official District related and approved travel regarding proper procedures.
- Travel request, approval, and reconciliation forms will be developed, updated, and made available as appropriate.

Individuals participating in official District related travel shall be informed of travel procedures and requirements and are responsible for adherence to the same. Requests for information regarding travel procedures should be made available to all employees. The Travel Procedures Manual should also be available in electronic format that is accessible to individuals participating in official District related activities.