

**Cochise College
Administrative Policy**

**Category: Fiscal Management
Policy Number: 2011
Title: Travel Reimbursement**

1. Employees shall be reimbursed for authorized expenses as described in the procedures developed by the Business Office and incurred while on official trips for the College.
2. Associate faculty who must travel 25 miles or more, one way, to teach classes may be paid a one-time, taxable, travel stipend.
3. No mileage will be reimbursed for travel to or from Convocation, Faculty/Staff Development Day, or Commencement.
4. Governing Board members shall receive reimbursement for college-related business, including round-trip travel from home to Board meetings. All other requirements and benefits will be the same as for employees.
5. The President may authorize reimbursement of travel costs for individuals who provide services as consultants and/or advisors.
6. The President may authorize the reimbursement of direct and reasonable travel costs for job applicant interviews.
7. District insurance programs are designed to protect members of the Governing Board, employees, and students of the College while conducting District business or participating in College activities. The District endeavors to provide the broadest range of coverages available in the insurance marketplace at any given time. Coverage that may apply is subject to the procedures contained in the College Travel Manual as revised from time to time, and any local, state or federal law that may supersede this manual.
8. Special foreign travel insurance is required for travel outside of the United States, its territories, or Canada.