



SPECIAL SITES OF INTEREST:

UA Travel website (per diem, policy, etc.): www.fso.arizona.edu/fso/travel/

Currency conversion website: www.oanda.com/convert/classic

Travel Reservations

Adtrav <http://www.adtrav.com>

Bon Voyage Travel <http://www.bvtravel.com>

National Traffic & Road Closure Info <http://www.fhwa.dot.gov/trafficinfo/index.htm>

National Weather Service <http://www.nws.noaa.gov/>

REMEMBER:

ALWAYS FILL OUT A TRAVEL AUTHORIZATION FORM!



As of **10/3/05** - **POV mileage reimbursement rate increased to 40.5¢ per mile**

Tree-Ring Travel

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Travel Advance Guidelines

All Travel on behalf of the University of Arizona must be pre-authorized, even if expenses will not be paid by the university. This ensures that:

- A. Travel plans have been authorized by the appropriate departmental approving authority;
- B. Funds are available;
- C. You can document your official travel status if needed for Risk Management purposes;
- D. The travel has a legitimate business purpose and is in the best interest of the university.

Please turn in travel advance requests at least nine days before the date required.

—They will be issued no more than seven days prior to the start of the trip and must be for at least \$250.



1. The advance can only be for the "issued" person **unless** you are buying food for a field crew.

2. Those going out in the field with a crew (& purchasing food for the crew) may only claim receipts for total food (not per diem per person). Individuals desiring to claim per diem must file their own separate travel authorization and expense form.

3. Please settle travel advances within 5 business days after the completion of the trip . Those not settled within 30 days after the completion of the trip will be collected as a deduction from an employee's salary, wages or travel expense reimbursement.

Travel Expenses

Within five business days after the completion of a trip:

Complete a Travel Expense Report (show date & time left, and date & time returned), itemizing expenses and per diem (*please do not go over the per diem amount allowed*).

- 1. Attach original receipts. All expenses must be supported by original receipts.
- 2. If you attended a conference, attach a copy of the brochure.

- Designated lodging - A copy of the conference brochure must be submitted showing the site of the designated hotel and the cost per night

3. Lodging Receipts must be the original itemized statement from the hotel/motel showing the establishment's name, street address, location (for example, city and state), telephone number, the actual dates of lodging, daily room charges and single room rates if more than one person is occupying the room. A credit card receipt is not acceptable.

4. Airline receipts: When purchasing tickets via the internet, the confirmation or receipt must indicate the name, itinerary and that the tickets have been paid for.

5. Payments in advance to vendors for known travel expenses, like conference registration fees or airline tickets, may be processed prior to the trip by check request, DPR, or P-card.

6. If you pay expenses out-of-pocket before departing, you may be reimbursed by filing a 'partial' travel expense report.

Transportation



This is a general summary for official UA business. Each person is still responsible for reading the fleet safety policy found at <http://fp.arizona.edu/riskmgmt/fleetsafety.htm>.

Use of Personal Vehicles:

All drivers must have a copy of your valid AZ Driver's License, [driver registration form](#), proof of liability insurance, & motor vehicle check form in our office files.

Those residing in other states must have a valid license issued by their state. Non-resident students with 7 or more units must have a valid license issued by their state of residence. Those students must provide a copy of their motor vehicle record that covers the pre-

vious 36 months, or their total licensed period, from the state where their license is issued. Lastly, you are required to have the Director's written approval.

Use of UA Vehicles:

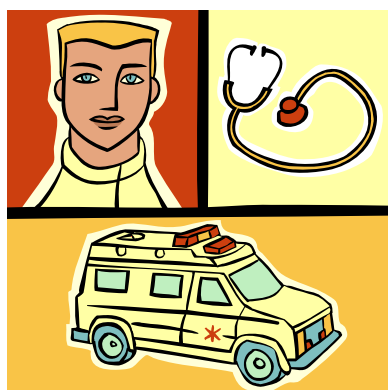
All of the previously mentioned requirements apply.

Additionally, drivers of HOVs (vehicles w/ seating capacity of 8-15 & cargo vans) must attend a classroom training session and complete a behind-the-wheel proficiency road test.

Use of Rental Vehicles:

All of the previously mentioned requirements apply.

UA insurance provides liability and property damage coverage of rental vehicles. Therefore, users of rental vehicles should decline optional insurance options offered by rental agencies. Discounts are available from Avis, Budget, Enterprise and Hertz. See <http://www.fso.arizona.edu/fso/travel/rentals.asp>.



Safety

It is the policy of the Tree-Ring Lab, and the University, that all students, employees, and visitors participating in official travel observe and follow safe procedures and practices.

When in the field, two major components are personal health & safety. Please ensure that appropriate safety precautions are taken in the field and on field trips.

The current Safety Practices and Procedures for Fieldwork form which we have on file will

expire on June 30th. Please come in to the main office prior to that day to complete a form for the upcoming year.

Also, anyone authorized to drive a vehicle on university business must attend/complete Driver Refresher Training every four years. If you have not had the refresher training within the last four years, please see LeAudrey so she can get you scheduled for the training.

Volunteers

Volunteers perform services for the University without coercion or expectation of compensation, benefits or future employment.

Obtain a signed [Volunteer Service Agreement Form](#) from the volunteer and give a copy to the volunteer. Bring the original to the business office so we may retain it for acci-

dental and state liability insurance coverage. Volunteers can be reimbursed for the following after a trip (via Check Request):

- Meals - NEED RECEIPTS
- Lodging - NEED RECEIPTS
- Mileage - NEED ODOMETER READINGS

