






Fiscal Services



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Fiscal Facts

Every month, the staff in the Fiscal Services Office will be sharing “Fiscal Facts” to help you stay up-to-date and informed on the various fiscal processes.

Group Travel

Students traveling together for a common event or purpose with at least one MCCCDCD employee. Only one travel authorization document is required. A list of employees and students participating in the trip must accompany the travel authorization document for group travel. A group of MCCCDCD employees in approved travel status at the same location or event is not considered group travel.

Group Travel Requirements:

Q: Is a Travel Authorization (TA) required when traveling with students (Group Travel)?

A: Yes. Regardless of location, mode of transportation or whether or not there is a cost associated with the trip, ALL employees traveling with students (Group Travel) are required to complete a TA in FMS. ***TA's should be submitted at least two weeks prior to the trip to allow enough time for the approval process. TA's must be fully approved prior to the trip.***

The following need to be included when submitting all Group Travel TA's:

1. Attach a complete roster of all students traveling (**pdf format**).
2. If applicable, attach all required back-up documentation - lodging quote, airfare quote, registration information, agenda/schedule, Required Student Travel Forms, etc (**pdf format**).
3. **Note Section:** Needs to include the summary of event, justification/rationale for attending the event as it relates to your position, location of event, how the students will be getting to/from the location - driving themselves, school vehicle, etc.
4. Required Student Travel Forms (**see attachment**) need to be filled out for all group travel TA's. At this time, the forms do not need to be attached to the TA; however, it needs to be stated, in the Note Section, that these forms have already been completed or will be completed by all students prior to travel and list where they will be filed.
5. If using a college vehicle, PC Fleet Services Office will require the following:
 - a. Forward the TA Approval email to Rose Gilbert and Priscilla Gonzales as soon as it is received. Vehicle requests made before TA approval will be held in tentative status. Once the approval email is received by the PC Fleet Services Office, the reservation will be confirmed.
 - b. Complete a Student Travel List (**see attachment**) containing only the information for the authorized driver(s) and students riding in a PC vehicle. The Student Travel List must be received by the PC Fleet Services Office prior to picking up the vehicle pouch. This list must

include names, student ID and emergency contact information - **only for those traveling in a PC vehicle**. This list can be submitted electronically or via paper copy.

- c. Any changes to the Student Travel List must be reported to the Fleet Services Office immediately. Changes can be reported via email or phone.

NOTE: The TA will need to be completed by the “primary” employee traveling with the student(s). Any additional employees traveling as chaperones will need to complete their own TA.

For additional fiscal resources, please visit: <https://employees.phoenixcollege.edu/employees/fiscal-services/fiscal-resources>

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