



THE UNIVERSITY OF ARIZONA

R. Ken Coit
College of Pharmacy

Policy for Travel between Tucson and Phoenix Campuses

Tucson- and Phoenix-based faculty are strongly encouraged to teach class on the campus that is not the faculty member's home base. This allows opportunities to interact personally with students on the other campus and to conduct other university-related business in Phoenix or Tucson. When such teaching is arranged, the faculty member should schedule 1-2 office hours during the visit, if possible, to allow students face-to-face time.

Staff may also need to travel between campuses to conduct business for the college.

Procedures for faculty teaching at either campus:

- The preferred approach to letting students know about this teaching is to schedule the visits in the course syllabus. However, it is understood that opportunities may arise after the syllabus is distributed at the beginning of a course. If a last-minute opportunity arises, please let the students know a week in advance.
- In all situations, notify the following individuals a week in advance to ensure that classroom technical services can be organized, parking is arranged, office-hours scheduled/room booked, and any other necessary arrangements made:
 - Tucson Student Services: Barb Collins, collins@pharmacy.arizona.edu
 - Phoenix Student Services: Drew Koch, dkoch@pharmacy.arizona.edu

Procedures for faculty and staff traveling to the other campus for any university-related business:

- Complete an **Employee Absence Form** <https://www.pharmacy.arizona.edu/about/college-pharmacy-documents> and a **Travel Authorization Form** <https://www.fso.arizona.edu/forms/t>. Travel Authorization forms are required prior to any university-related business travel.
- A university car may be rented from the **motor pool** <https://www.fm.arizona.edu/#/department/7>. Gas reimbursements require a receipt.
- **Mileage** will be reimbursed if a personal car is used. The College of Pharmacy reimbursement rate between Tucson and Phoenix is a flat rate of \$90.
- **Parking** expenses are covered by the College (receipt required).

- **Meals** are reimbursed only if an overnight stay is required for university-related business. Only the dinner meal will be reimbursed, at the University rate, for approved overnight stays.
- **Lodging** is reimbursed only if participation in the university-related event/meeting requires an overnight stay at the distant site. Lodging costs are reimbursed up to \$100 (receipt required). Overnight stay will be approved if university-related event/meeting requires attendance at distant site at or before 8AM or at or after 8PM.
- Any person who drives for university-related business is required to register and meet **driver eligibility requirements**. This requirement extends to operation of motor pool vehicles, personal vehicles, rental vehicles, and golf carts or scooters.
 - Please review University of Arizona vehicle policies and procedures <https://risk.arizona.edu/faq/personal-vehicles>
 - Defensive Driving Training is in EDGE learning.
 - When driving a personal vehicle on university-related business there is no coverage for personal vehicle damage. Drivers are responsible for determining their own insurance needs; deductibles or other expenses are the driver's responsibility.
 - Moving and parking tickets/violations are the driver's responsibility.