

MOUNTAIN LINE TRAVEL POLICIES AND PROCEDURES

Effective January 1, 2022

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Introduction

The following Travel Policy has been developed to ensure proper accountability of the public funds entrusted to Mountain Line and to maintain those controls necessary for Mountain Line to efficiently operate. The uniform Travel Policy ensures adequate control over budgets and expenditures, and adherence to legal and ethical travel procedures. Centralized review and processing of travel expenditures, using standardized guidelines, is an essential component of Mountain Line's overall financial management system.

Compliance with these policies and guidelines is obligatory. Abuse or non-compliance with the policies and guidelines could result in disciplinary action or personal financial liability. It is of the utmost importance that all employees affected understand these policies and guidelines. The Travel Policy Administrator is a Mountain Line employee delegated by the Management Services Director to oversee the Travel Policy. It is the responsibility of the CEO & General Manager, Travel Policy Administrator, Financial Analyst, and Managers to ensure that all employees understand and adhere to these policies and guidelines. The Travel Policy is intended to be in full compliance with all Internal Revenue Service (IRS) guidelines regarding travel, and to avoid tax liability for Mountain Line and the employee for any travel related reimbursements.

Mountain Line's policy is to reimburse employees for necessary and reasonable travel expenses incurred for authorized and approved Mountain Line business.

The purpose of this policy is to:

- Ensure compliance with state and federal regulations.
- Ensure fairness for both the traveling employee and Mountain Line.
- Establish guidelines for approval, control, and accounting for employees.

An employee traveling on Mountain Line business bears the responsibility to act prudently and to only incur travel expenses which are necessary, reasonable, and an appropriate use of public funds.

General Travel

Travel costs are defined as the expenses for registration, transportation, lodging, meals and incidentals, and related items incurred by employees who traveling on official Mountain Line business. Such costs may be charged on an actual basis, a per diem basis, or mileage basis dependent on the type of travel incurred and in accordance with Mountain Line's travel policy.

Travel Authorization

An official travel budget must be authorized by the Board of Directors with each Department's fiscal year budget, and approved by the CEO and General Manager and Department Manager before any expense is incurred, subject to the following limitations:

1. Travel should be authorized only when it is determined that in-person interaction is the most economical and effective method for transacting Mountain Line business.
2. Authorization for attendance at conferences and meetings should be granted only to those persons professionally concerned with the topics to be discussed or the business to be transacted.
3. The most economical method of transportation should always be selected, taking into account both the transportation cost to Mountain Line and the value of the individual's time spent in travel status.
4. Excess expenses incurred when traveling by an indirect route for pleasure or convenience is not reimbursable. This may include, but is not limited to, food, gas, lodging, personal payment for rental car or Mountain Line car. A Mountain Line car must not be used overnight for personal reasons.
5. Employee can be required to charge time spent in traveling by an indirect route to annual leave.
6. Travel by a member of the Board of Directors will adhere to A.R.S. 11-215.

In-state travel:

The CEO and General Manager has delegated approval of in-state travel to or Department Managers.

In-state travel includes travel on official business:

1. Inside the Arizona border;
2. Into an adjoining state when, by the shortest practical routing, travel through an adjoining state is necessary to reach remote areas of this state; and

3. Into adjoining states not to exceed fifteen (15) miles from the Arizona border.

Out-of-state travel:

All other travel is defined as out-of-state travel and must be approved in advance by the Board of Directors. The Board has delegated the authority to approve out-of-state travel to Mountain Line CEO and General Manager.

Employee Responsibility

1. Employees must request in writing all travel, via the Travel and Training request, and the request must be approved by the appropriate levels of authority prior to travel.
2. Travel, including out of state travel, by the CEO and General Manager is authorized by the Board of Directors at the time of the budget approval each year. The CEO and General Manager is not required to gain additional travel approval in writing before traveling.

Responsibility

When the Department Manager grants travel authority to an employee, he/she is validating that:

1. Adequate funds will be available in the departments travel budget
2. The intent of the trip is for Mountain Line business
3. The employee is authorized for business travel

When the Department Manager reviews and approves a travel reimbursement, he/she is validating that:

1. Travel expense was incurred in accordance with the travel policy
2. The expenditure is charged to the proper account
3. The reimbursement reported is within the required timeframe

Conferences and Trainings

Conferences:

Representation at a convention or meeting outside the state is to be held to a minimum and should be limited to those individuals directly involved with the subject of the conference.

1. A copy of the travel approval must accompany all payment request voucher for pre-registration at conferences.
2. If the registration form does not indicate whether or not meals are included, the employee must indicate which meals are included with registration fee or "No Meals" if no meals are included in the registration fee.
3. Registration fees that Mountain Line has paid in advance must be included on the Travel Claim.

Expenses incurred while attending conferences or meetings of associations or organizations must be supported by a program or literature showing the opening and closing dates. Receipts for any registration fees must be submitted with the claim. Expenses incurred in staying on after the close of a convention or meeting will not be allowed except when the most economical mode of transportation is not available until the following day.

Registration and meals that are a part of the conference package shall be paid and not be subject to the per diem limit. Any other meals will be reimbursed on the regular per diem schedule. (See also Meals & Per Diem Reimbursement)

An individual attending a conference may stay at the hotel designated by the conference sponsors even though the lodging rate exceeds the maximum allowed. A copy of the conference announcement, registration, or schedule which includes the lodging rate must be attached to the claim along with the hotel receipts (See also Lodging Reimbursement).

Training:

Individuals may be permitted to attend education or training seminars if:

1. Such education or training is not provided by Mountain Line.
2. Such education or training is directly job-related.

3. Funds have been appropriated in the department for such purpose.

A copy of attendance certificate, agenda or other proof of attendance must be provided when requesting reimbursement.

General Requirements

1. A Travel claim for attending meetings and performance of office errands that all occurred in-state must be submitted at least quarterly and must be submitted within 30 days of the end of the quarter. Quarters are defined as July thru September, October thru December, January thru March, and April thru June.
2. All other travel claims, with a copy of the approved Travel Request, must be submitted for all travel within 30 days of the travel completion or the employee travel will be restricted.
3. All travel expenses are to be included on the Travel Claim including meals on a per-diem basis, incidental expenses, airfare, rental car, registration, and miscellaneous expenses.
4. If a procurement card is used for meals a detailed receipt must be attached to the Travel Claim and the employee is responsible for reimbursing Mountain Line for any amounts that exceed allowed travel expenses. NO ALCOHOL can be charged to Mountain Line Procurement Cards – violation of this policy can result in suspension of travel privileges and/or procurement card.
5. If travel item was completed with a Procurement Card, indicate total charged in Section 18 of the Travel Claim.
6. Any employee that received an advance must have their travel validated by Accounts Payable before they receive a refund of any unused portion of the advance.
7. The unused portion of any travel advances due to Mountain Line must be returned to the Accounting within 30 days.
8. A Travel Claim must include only one employee.
9. Department Managers and the Travel Policy Administrator must approve all claims prior to submission to Accounting. If Travel included out-of-state travel, the CEO and General Manager signature is required.
10. Travel Claims for Board member travel must be signed by the Clerk of the Board and the CEO and General Manager.
11. The Finance Department will use the Regular Federal per diem rate method published by General Services Administration, per the information found at <http://www.gsa.gov>. On that web page, go to Travel Resources and choose Per Diem rates.
12. The mileage rate will be based on Federal allowance.

Travel Advance

Procedures and forms for requesting a travel advance are maintained by the Financial Analyst or their designee.

1. Travel advances are available whenever out-of-pocket expenses are anticipated.
2. No travel advances are allowed through Petty Cash.
3. An employee advance can only be request on an advance form.
4. A travel advance request must be reviewed and approved by the employee's Department Manager prior to submission to Accounting. The travel advance voucher should include the purpose and the dates of travel and submitted with a copy of the approved Travel Request Form to Finance.
5. Travel advances will be issued only in situations where the estimated expenditure exceeds \$50.00. See Section L for paperwork timeliness.
6. A travel advance request should be received in Accounting at least 7 business days prior to the day it is needed. Please state on the request the date the check will be needed.
7. Any employee with an outstanding travel advance must turn in their Travel Reimbursement before another travel advance can be issued.
8. The employee is still responsible to reconcile and submit their travel reimbursement form.

Requests for exceptions to this time limit will be reviewed by the Department Manager or their designee.

Any staff member who has received an advance and has not submitted their travel reconciliation within 60 days may have that travel advance deducted from their next paycheck.

Claim for Reimbursement

Procedures and forms for submitting a claim for reimbursement will be maintained by the Financial Analyst. They may be obtained from Accounting.

1. All claims for reimbursement will be submitted to Accounting, along with receipts, agenda, and other supporting documentation. The Financial Analyst must approve any exceptions regarding supporting documentation. A claim must be reviewed and approved by the employee's Department Manager prior to submission to Accounting.
2. A claim by a Department Manager must be reviewed and signed by Mountain Line CEO and General Manager. Mountain Line CEO and General Manager, while retaining authority to review Department Manager travel claims, has the option to delegate this duty back to the Department Manager.
3. All reimbursement paperwork must be submitted within 30 days of the end of travel. At the end of the fiscal year, advances not cleared by 7/31 will be deducted from the employee's paycheck.

Lodging Reimbursement

Mountain Line takes employee safety into consideration when making allowances for a choice of lodging. Employees are entitled to accommodations that are suitably located and meet reasonable standards for safety, cleanliness and comfort.

1. When traveling to a conference, Mountain Line assumes travelers will stay at the hosting hotel even if the rate exceeds a non-luxury hotel rate. If there is a choice of hosting hotels, employees are expected to stay at the least expensive property. Evidence must be provided with Travel Claim that the hotel is the Conference Hotel.
2. If a relative occupies the same room, the employee must obtain the rate for single occupancy, and will receive reimbursement at that rate.
3. As approved by the Board of Directors uses the State of Arizona, Travel Rate Index plus tax for lodging. A traveler is eligible for reimbursement at a rate higher than those listed if 1) three quotes are provided, 2) explanation is documented on choice rate, and 3) is it pre-approved by approving authority.
4. Lodging will be reimbursed on an actual basis upon presentation of lodging receipts with the Travel Claim.
 - Receipts shall be the original itemized receipt issued by the establishment showing their business name and address and must be attached to the claim for reimbursement. A CREDIT CARD RECEIPT ONLY IS NOT ACCEPTABLE as it does not include the detail necessary to process the claim.
 - If the original lodging receipt is lost or destroyed, the employee is responsible for obtaining a copy.
 - If the original receipt is lost and a photocopy is not available and a copy cannot be obtained from the lodging establishment, then a copy of the canceled check or credit card receipt is required showing the employee paid for the lodging. A letter must be prepared with traveler name, dates of the travel, the name, address, and telephone number of the establishment, cost per night and total cost of the lodging along with reason why an original or photocopy of receipt is not available.
5. Personal charges (movies, meals, etc.) that are on your hotel bill must be paid for separately. Only allowable, reimbursable items are allowed to be charged on your procurement card.

Discounted hotel accommodations can be made through an internet travel service such as Priceline.com using a personal credit card or Mountain Line issued purchasing card. Internet travel service receipts must be included with the reimbursement claim form. The hotel may not issue a receipt when the reservation is made through Priceline.com.

When two individuals in travel status share a room, total reimbursement shall not be more than the receipt for each traveler's portion of the lodging cost. If the establishment is unable to issue a separate receipt for each traveler, one traveler may submit the original lodging receipt and the other traveler may submit photocopies, marked "treat as original." Each receipt must be marked "Shared Lodging" and have the names of all travelers sharing the room. Each employee will claim reimbursement for his proportionate share only.

Lodging costs within 50 miles of the individual's designated post of duty or residence other than for the purpose of business conferences will not be reimbursed unless an emergency condition exists. This must be approved by a Manager and General Manger.

Hotel Cancellations-Non-Emergency

1. Travelers should request the hotel's cancellation policy at the time of booking.

2. Travelers should request and record the reservation number for future reference such as billing disputes.

Mountain Line monitors the payment cancellations. Should Mountain Line have to pay for more than one cancellation for one employee, future travel may be restricted, or the employee may have to reimburse Mountain Line for the cancellation fee.

Transportation

Transportation expenses are for common carrier fares, private car mileage allowances, emergency repairs to Mountain Line-owned cars, and bridge and road tolls. A valid driver's license is required if an employee is driving a Mountain Line owned, private, or rented motor vehicle on Mountain Line business. Reimbursement will be made only for the method of transportation that is in the best interest of Mountain Line considering the travel expense as well as the traveler's time.

1. Reimbursement will be made only for the method of transportation which is in the best interest of Mountain Line, considering direct expenses as well as the official's or employee's time. The Department Manager will make this determination as part of approving the travel request.
2. When more than one traveler uses the same vehicle, only one claim for reimbursement will be allowed.
3. Travel expenses incurred between the residence and the designated post of duty are not allowed, with the exception that, if a trip starts or ends at a claimant's home the distance traveled shall be computed from the claimant's home.
4. In determining fares or mileage paid for transportation by airplane, the place of origin or return is the appropriate airport facility serving the area of the employee's designated post of duty or residence, whichever is lesser in distance or amount.

Mileage and Rental Vehicles

Mileage allowances are established by IRS. Mountain Line rate matches the IRS rate.

1. If a Mountain Line vehicle is used, Mountain Line will pay the actual cost incurred, gas receipts must be attached.
 - Managers may, at their discretion, authorize Mountain Line owned vehicles for out-of-town travel if they determine the vehicle is in sound mechanical condition.
2. An operator of a Mountain Line owned vehicle shall only transport passengers traveling on official business.
3. A rental vehicle is the recommended mode of travel for official Mountain Line business whenever practical. Mountain Line carries rental coverage and renter should **not** buy insurance from rental agency. Employees should utilize Mountain Line issued purchasing cards when renting vehicles.
4. If spouses or non-Mountain Line employees accompany the Mountain Line official or employee in the rental car, for a non-Mountain Line purpose, the employee will provide liability insurance from rental car agency or their own private insurance agency.
5. If an employee uses their personal vehicle for out-of-town travel, mileage will be reimbursed at IRS allowance. This mileage rate covers all automobile expenses such as fuel, maintenance, towing, repairs, tires, depreciation and insurance. Traveler must have a valid Arizona driver's license and current vehicle insurance in compliance with A.R.S. 28-1251.
 - If a traveler driving a privately-owned motor vehicle is involved in an accident and is found to be at fault, the individual's own liability insurance carrier is responsible to the limits of the policy. If a traveler driving a personal motor vehicle on Mountain Line business is involved in an accident, regardless of fault, Mountain Line will not reimburse the traveler for any physical damage to the motor vehicle.
6. Traveler will need to use State of Arizona, Travel Rate Index Map Miles table unless a map detailing miles is printed and attached, i.e. Google Map showing origin to destination and route of travel.
7. Additional mileage at destination should be recorded separately for reimbursement, with an explanation, and must be reasonable.

Air Travel

1. Mountain Line procurement cards can be used to purchase coach airfare for the employee prior to departure. If traveling employee doesn't have a procurement card, the authorizing Department Manager is responsible for paying for the airfare.
2. Employees who purchase their own airfare are entitled to reimbursement in the amount equal to the coach airfare. A copy of the detailed flight itinerary must be attached to Travel Reimbursement Form in order to verify departure/arrival times, meals and total fare.

3. In an effort to take advantage of lower airfares for travel that extends over a Saturday night, Mountain Line will allow employees to extend their trip over Saturday night and pay additional lodging and meal costs. Saturday night stay-over is encouraged when net savings exceed the cost of the hotel rate.
4. Personal vehicles may be used for out-of-state travel when no other means of transportation is available or when such use is in the interest of Mountain Line. Such requests must be documented at the time the Travel is approved. The employee shall be entitled to reimbursement at the lesser of either rate set out per mile traveled based on the shortest route from origin to destination or air coach fare.
5. Rental car requests must be documented at the time the Travel Authorization is approved. Mountain Line will reimburse rental fee and actual gas receipts.
6. Employees who fly to their destination and obtain a rental car at Mountain Line's expense must obtain prior approval from their Department Manager. The rental car receipt must be attached to the Travel Claim.

Discounted airline tickets may be purchased through an internet travel service such as Priceline.com using a personal credit card or Mountain Line issued purchasing card. Internet travel service receipts showing the dollar amount charged as the airline ticket must be included with the reimbursement claim form. The airline may not issue a separate receipt in addition to the receipt from the internet company.

Flight Cancellations-Non-Emergency

1. Travelers should request the airlines' cancellation policy at the time of booking.
2. Travelers should request and record the reservation number for future reference such as billing disputes.
3. Mountain Line monitors the payment cancellations. Should Mountain Line have to pay for more than one cancellation for one employee, future travel may be restricted, or the employee may have to reimburse Mountain Line for the cancellation fee.

Other Allowable Transportation Expenses

Miscellaneous expenses incidental to travel, as set forth below, may be claimed:

1. Local Transportation such as taxicabs, airport or hotel limousines, local buses, and streetcars are classed as local transportation. Receipts for transportation by these means shall not be required and such means of local transportation may be allowed and paid. Traveler must indicate the purpose of the travel and the start and end locations. Tips are limited to 15% of the bill to the nearest dollar.
2. Transportation to and from Air Terminals shall be by airport or hotel limousine or airport bus, rather than taxi, when such service is available.
3. When an employee is in an official travel status, necessary parking charges may be claimed. Airport parking or storage charges will be allowed if the total cost is less than the cost of a taxicab to and from the airport. Receipts must be provided.

International Travel

International travel is defined as travel outside the United States and its territories and possessions. Risk Management must be notified in writing of all international travel 6 weeks prior to travel.

Per Diem:

1. On a quarterly basis, the Defense Department establishes the federal per diem rates applicable to U.S. locations outside the continental United States including Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and U.S. possessions.
2. On a monthly basis, the State Department changes per diem rates for all other international travel based on fluctuations in the cost of living and foreign exchange rates.
3. The Traveler is responsible to attach the applicable per diem rate when the Travel Reimbursement form is submitted.
4. The Traveler will be reimbursed at 40% of the published rate to cover meal and incidental expense (M & IE).
5. The website to access these amounts are: <https://aoprals.state.gov>

Other Travel Costs:

1. Receipts must be submitted with the Travel Reimbursement form.
2. The Travel Reimbursement form is to be submitted in U.S. Dollars with an explanation and translation of the currency rate conversions.
3. Currency rates are reflected as those that were in effect when the travel took place.

Meals & Incidentals Per Diem Reimbursement

Mountain Line will pay per diem reimbursements to eliminate the need for employees to substantiate meals or incidental expenses, other than to report the number of days spent traveling on a business trip. Per Diem plans do not require employees to return any amounts advanced for days of business, even if the amounts are not actually spent on business; however, Mountain Line still requires any travel advance to be reconciled within 30 days of the employees return from travel. The employee is responsible for reimbursing Mountain Line for any amounts that exceed allowed travel expenses.

The procurement card may be used for meals however NO ALCOHOL can be charged to Mountain Line Procurement Cards – violation of this policy can result in suspension of travel privileges and/or procurement card. Receipts are required for all procurement card charges and the receipt shall be the original itemized receipt issued by the establishment showing their business name and address and must be attached to the claim for reimbursement. A CREDIT CARD RECEIPT ONLY IS NOT ACCEPTABLE as it does not include the detail necessary to process the claim.

Mountain Line uses a “M & IE Allowance” Plan. This is a per diem plan which pays allowances for meals and incidental expenses that do not exceed the per diem rate. Amounts paid to the employee for meals and incidentals during travel is not subject to from wage reporting or withholdings as long as the M & IE Allowance as published by GSA is not exceeded.

Accounting will use the rates by location as per the Regular Federal per diem method rates, which are generally effective October through September. IRS publication 1542 gives the maximum per diem rate than can be used without treating part of the per diem allowance as wages subject to tax purposes.

1. For any destination not specifically identified in the Regular Federal Per Diem table, the maximum per diem rate is \$52 per day.
2. When an employee is entitled to reimbursement for three consecutive meals on any one day, the amount expended for any one meal is left to the employee’s discretion. The total for all meals claimed may be shown as a lump sum for each calendar date, but may not exceed the amount allowed for a particular location.
3. The travel must extend beyond 25 miles one-way to be eligible for per diem. Travel is not eligible for Meals and per diem when travel occurs in the course of an employee's normal daily duties. For example, meals may not be reimbursed if purchased by an employee whose typical duties may involve day trips within Mountain Line region.
4. Mountain Line will pay the M&IE allowance on a daily basis for trips that involve an overnight stay and first/last day of travel are subject to the per diem rates as published by GSA unless an employee can document travel as per the following time of day requirements:
 - Breakfast: Travel is required prior to 6:00 a.m. or 2 hours before typical scheduled shift.
 - Lunch: Travel is required prior to 11:00 a.m. and employee does not return until after 1:00 p.m.
 - Dinner: Travel is required prior to 4:00 p.m. and/or travel prohibits a return before 7:00 p.m. or 2 hours after typical scheduled shift.
 - Other than Day Shift Workers: The time or time periods specified above shall be modified to the extent necessary to provide equitable treatment to individuals whose work schedule requires shift work on other than a day shift basis. Meal reimbursement maximum limits shall normally be based on the type of meal appropriate to the time of the day.
5. When M&IE allowance is calculated based on time of travel, the destination point for each leg of the trip will be used to determine M&IE allowance for each meal.
6. Whenever meals are provided at no additional cost to the traveler (including meals included as part of lodging, on planes and meals included in conference registration fees), the traveler shall not be entitled to any meal allowance for those particular meals.
7. Tips on meals are included in the maximum per diem allowance.

The traveler must indicate the time and place travel commences and ends in order to be reimbursed. To claim meals, mileage must be shown on claim or map showing miles attached to claim. If workday is other than day shift, 8 am to 5 pm, normal work shift must be noted in comments of claim.

The employee must verify the rate of reimbursement and attach the applicable page from the Maximum Federal Per Diem table if a rate of other than \$52 is being claimed. Please see the per diem rates by location per the information found at <http://www.gsa.gov>. On that web page, go to Travel Resources and choose Per Diem rates.

Meals at Conferences, Seminars and Symposiums

1. When attending a conference, seminar, or workshop, if a particular meal at the function is not included in the conference fees and is in excess of published rates, Mountain Line will pay the full amount of the meal upon receipt.
2. This is not to be interpreted to encompass expenditures on recreational or social activities that may be offered in connection with but are not integral to the conference.
3. For reimbursement of such expenditures, the employee must submit copy of conference agenda or brochure showing the nature of the activity that was presented during the meal and amount charged for such meal.
4. The employee cannot claim reimbursement under per diem for this same meal.
5. No reimbursements will be allowed for alcoholic beverages

Business Meals

A business meal may occur when Mountain Line staff conduct business with non-Mountain Line staff while traveling. These meals must be approved in advance by the Department Manager or CEO and General Manager. Reimbursement will be made upon submission of receipt. Business Meals do not require Travel Claim and may be reimbursed from Petty Cash.

Incidental Expenses

1. All incidental expenses are part of the "M & IE Allowance" and no separate reimbursement will be made.
2. Incidental Expenses include: Fees and tips to porter, baggage carriers, bellhops, hotel maids, stewards or stewardesses on ships and hotel servants in countries outside the United States.

Travel advances may be requested for the Per Diem allowance for meals and incidental expenses. A Travel Advance should be submitted and processed by accounting as reviewed in Travel Advance section.

Miscellaneous Reimbursements

1. All miscellaneous expenses must be itemized, and receipts attached. (Except for incidentals included in the Per Diem Rate.)
2. Reimbursement for business phone calls and personal phone calls (allowance \$5.00 per day) should be noted on the Travel Claim.
3. Communications charges including Internet, faxes and copies are reimbursable if documented with receipts or hotel receipts.
8. Trade show/Presentation expenses including excess baggage charges, freight charges for shipping of presentation material and tipping charges for valet services are reimbursable. These charges should be noted on the Travel Claim.

Non-Reimbursement Expenses

1. Fees and tips to porter, baggage carriers, bellhops, hotel maids, stewards or stewardesses on ships and hotel servants in countries outside the United States are not reimbursable as miscellaneous expenses as they are part of the per diem rate.
2. In-room movies and video rentals are non-reimbursable expenses.

Extending Business Trips with Vacation Time

1. When an employee extends a business trip using vacation time, the employee will be reimbursed lodging and M&IE only for the days doing business for Mountain Line, including the travel time.
2. Lodging will be reimbursed, at single room rate, for the days doing Mountain Line business. Airfare equivalent to round-trip travel to/from business destination will be borne by Mountain Line.
3. Expenses related to relatives or other non-Mountain Line individuals accompanying the employee will be disallowed as reimbursable expenses.
4. All additional costs will be borne by the employee.

Non-Employee Travel

Travel expenses for non-Mountain Line employees, such as consultants, speakers, and candidates for positions are reimbursed in accordance with contract for services and vendor payment procedures.

Insurance

1. In accordance with ARS 28-4009 and 28-3151, a Mountain Line employee driving a privately owned vehicle on Mountain Line business must have current vehicle insurance on that particular auto and a valid driver's license.
2. If an employee allows their personal insurance to lapse and is involved in an accident while on Mountain Line business, Mountain Line may pursue further legal or employment action against the employee as an employee should NEVER use their personal vehicle for Mountain Line business in this circumstance.
3. If a Mountain Line employee driving a privately owned vehicle is involved in an accident, his/her OWN liability insurance is primary. After the primary limits are exhausted, Mountain Line's policy may respond with excess coverage, but only if the individual was acting within the course and scope of his/her employment at the time of the accident.
4. If an employee driving his/her own vehicle on Mountain Line business is involved in an accident, regardless of fault, Mountain Line will not reimburse the individual for any physical damage to the vehicle including any deductible.
5. Should an employee traveling become involved in an accident that results in damage to Mountain Line property, damage to property of others, bodily injury or some other form of damage to an individual or organization, the accident should immediately be reported to local law enforcement and then the Safety Manager. This must be followed up in writing using the Accident Report Form and should include the following information: police report number, location of accident, and names of parties involved with their phone numbers and insurance information.
6. In addition, it is very important that the employee as an individual directly or indirectly involved in an accident, not talk about the accident to anyone other than appropriate individual(s) within Mountain Line, their Department, the Safety Manager, or an adjuster or attorney representing Mountain Line. No discussion should take place concerning the accident nor should any reports be given to any other individual.
7. Mountain Line insurance coverage that is provided to Mountain Line employees while on duty, may be jeopardized when a Mountain Line employee deviates from his/her predetermined travel authorization. These coverages include worker's compensation and liability insurance.