



UNIVERSITY TRAVEL POLICY & PROCEDURES

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Subject: Travel Policy Introduction	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

TRV 500-01: Introduction

Northern Arizona University is a decentralized environment in which travel transactions are initiated, transacted and recorded at the departmental level. Authority to approve travel expenditures and associated temporary duty post is administered at the local level. These policies are intended to provide guidance on the administration of these tasks. Specific items in the policy are set forth to meet systemic and administrative deadlines.


In a decentralized environment, many responsibilities lie at the department level. Specifics on the tasks required by those with roles in the travel process, including the department leadership, travel specialist and traveler, are outlined in [TRV 510-01: Responsibilities in the Travel Process policy](#).

The NAU travel policy is the guideline for all necessary and required travel to conduct the business of the university. This travel policy addresses issues related to all university travel expenses. The NAU travel policy is implemented to ensure:

1. Compliance with State of Arizona Revised Statutes and Arizona Administrative code;
2. Compliance with applicable sections of the U.S. Internal Revenue Code;
3. Travel expenses incurred while conducting business for Northern Arizona University are necessary, appropriate and add value to the university;
4. Appropriate and reasonable accommodations for the safety of all university travelers are conducive to the business needs of the university.

Noncompliance with NAU travel policy or the improper claim of expenses may result in disciplinary action.

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PURPOSE

To provide definition of terms in travel policy and procedure.

LINKS

[Annual Travel Certification form](#)

[Exhibit J form](#)

[Authorized Driver Policy and Procedure](#)

[NAU Purchasing Policies and Procedures](#)

[Exception to Policy Signer Lookup list](#)

[NAU Records Management](#)

[Exception to Policy Signer Authorization form](#)

[Property and Liability Insurance Services](#)

POLICY

TRV 505-00: Travel Definitions

ADOA – Arizona Department of Administration.

Annual Travel Certification form – A form signed by the traveler on a fiscal year basis prior to travel that certifies the traveler agrees to terms and conditions required for traveling on university business including a valid driver license, liability insurance for the use of a personal vehicle or rental car and registering as an authorized driver.


Authorized Driver - An employee whose job position description questionnaire or similar document requires the use of a vehicle; an employee who operates a state vehicle; or an employee who operates a leased, rented or personal vehicle while on NAU Business where the state reimburses the employee for vehicle lease, rental or operational costs.

A person (which includes administrators, faculty, staff, students, affiliates and volunteers) must meet the following requirements to become an Authorized Driver: Complete the Defensive Driving Course, Register their driver's license in PeopleSoft, and obtain liability insurance (if using a personal vehicle or a rental car). Reimbursement for operational costs will not be provided unless a driver is registered as an Authorized Driver.

Authorized travel – Department leadership has pre-approved travel expenses. Authorization may be documented by pre-travel email, travel worksheet, proposal for travel, TA creation, etc.

Baggage expenses – Includes the actual cost of sending baggage or equipment between a regular duty post and a temporary duty post, excess baggage, charges for checking and storing baggage if necessary for the business purpose of a trip, and baggage handling fees.

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Commuting expense – Travel between a personal residence and a regular duty post. The cost of commuting is considered a personal expense and is not reimbursable regardless of the distance between the residence and the regular duty post.

Department leadership – Dean, Director, Chair, Provost, traveler’s supervisor, or other appropriate NAU employee.

Duty post (regular) – The place an employee spends the largest portion of his regular working time or the place to which he returns on completion of a temporary assignment. An employee who has more than one place of work on a regular basis is deemed to have multiple regular duty posts. For travel purposes, the regular duty post is designated by the department leadership.

Duty post (temporary) – The place to which the employee travels from his regular duty post for a short term assignment.

Employee – Any full- or part-time or temporary individual on NAU payroll.

Event – A meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, creative work or research, foreign exchange trip, performance, workshop, lecture, forum, event, training, summit, research, travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information. *For the purposes of travel policy, all references to “event” should be taken to include the above list.*

Event, conference, convention and meeting fees – The actual cost of the event, conference, meeting, etc. registration fee. If the registration fee includes specific meals, the traveler is not required to break out the cost and list it separately. However, no separate reimbursement is allowed for the specific meal if the meal was included in the registration fee.

Event designated lodging – The hotel at which the event is being held or the hotel(s) specified in the event brochure. Accommodations at alternate hotels in the immediate vicinity of the event may be considered as event designated lodging when no vacancies exist at the recommended hotel(s). In other words, if all of the hotels listed in the event brochure are full, then the traveler may use a nearby hotel whose cost is no greater than the lowest single room rate listed on the event brochure or the allowable rate for that city.

Exception to policy – Violations to NAU travel policy. See [TRV 520-01: Travel Exceptions policy](#).

Exception to policy signer – An NAU employee who has been assigned by department leadership to attest to the best of his knowledge that exceptions to the travel policies are appropriate, reasonable, and appear to be for a valid university purpose. These personnel, who have travel policy expertise, encourage adherence to policy and possess the authority to grant exceptions when warranted.

Exception to Policy Signer Authorization form – A form used to grant and rescind authority as an exception to policy signer.

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Exhibit J form – The Exhibit J is a required form that provides a detailed accounting of travel expenses and certification that the expenses incurred by the traveler are correct proper, supported, complete, and in compliance with policy and procedure.

Expense Report – A PeopleSoft financial system document created to record and reimburse employee and student expenses.

Frequent traveler – Generally defined as an employee who is in travel status on NAU business at least four (4) times per fiscal year, who incurs meals and lodging expenses, and who is expected to conduct future, repeat travel on behalf of NAU.

Group travel - Travel involving a minimum of three travelers with one employee being responsible for all expenses associated with the trip.

Incidental expense – These expenses are considered part of the reimbursement for meals and are not reimbursed separately. Incidental expenses include:

1. Travel related expenses such as laundry, dry cleaning, magazines, newspapers, personal telephone calls, and tips for food service, maid service or room service;
2. Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site. For more information, see [TRV 540-01: General Requirements for M&IE Reimbursement item 6](#).

JLBC – Joint Legislative Budget Committee

Justification – Documentation provided by the party responsible for the exception to policy that conveys the reason why the violation occurred and the business purpose served. If the Exhibit J conveys the reasons and business purpose served by the exception, it may serve as documentation. Additional documentation may be attached to further support the exception.

Lodging – The temporary use of a hotel room, motel room, extended stay facility, apartment, house, residence or any other temporary accommodation while traveling on behalf of NAU.


Lodging expense – Reimbursable lodging expenses include the actual cost of a single occupant room plus mandatory charges and taxes.

Long-term subsistence – Reimbursable expenses for individuals that are temporarily assigned to a duty post which is in excess of 50 miles from his residence and regular duty post for periods greater than 30 days but less than 365 days.

Meal – Food that is consumed while in travel status.

Meal and incidentals expenses (M&IE) – The actual cost of meals and incidental costs, including

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gratuity, laundry, tips etc. while in travel status. The reimbursement amount is the lesser of the actual amount spent or the reimbursement rate outlined in the State of Arizona Travel Policy Supplement I.

Miscellaneous travel expense – Expenses under \$25 that are not otherwise defined as travel expenses and do not meet the definition of “other expense.” These may be reimbursed with other travel expenses.

Other expense (non-travel related) – The actual cost of expenses that are ordinary and necessary to accomplish the university business purpose of a trip. These expenses are allowable but must adhere to NAU Purchasing Policies and Procedures. Many of these expenses, including contracted good and services, can be anticipated and arrangements made prior to travel. These expenses are processed through Accounts Payable. Other expenses include the following:

1. Contracted goods or services – such as a meeting room or equipment rental. *The traveler’s hotel room, rental car and airfare contracts ARE NOT considered contracted goods or services.*
2. Items with a useable life after the trip – such as a wheeled laptop caddy.

PCard - A credit card program designed to reduce the use of petty cash funds, reduce the number of requests for travel advances, improve the small dollar traditional purchasing process, and eliminate the need to use personal funds.

Personal aircraft expense – The standard mileage rate plus the actual landing and parking fees except at the location where the aircraft is normally based.

Personal residence – The actual dwelling place of an individual without regard to any other legal or mailing address. An individual required to reside away from their primary residence due to official travel away from their duty post may continue to claim such domicile as their residence if it is either inhabited by their dependents or is held vacant and at tangible expense.

Personal vehicle expense – The standard rate for mileage calculated per [TRV 525-05: Mileage policy](#), or the reimbursement of actual gasoline expenses (whichever is lower), plus the actual cost of tolls and parking while in travel status.


Prepaid fuel option - The pre-purchase of a tank of gas at the time of the vehicle rental that allows the traveler to return the rental vehicle without having to refill the tank.

Receipt – The original itemized document showing actual expense(s) incurred and illustrates proof of payment such as a zero balance or is marked as paid.

Records retention – All documentation related to official university travel must be maintained for audit and examination by the public for a period of not less than five years, or for a current litigation or audit, whichever is longer. Documentation to retain would include travel requests, travel claims and supporting documentation. Refer to [NAU Records Management](#) for additional information.

Rental vehicle expense – The actual cost of the vehicle rental, gasoline (excluding pre-paid fuel

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option), oil, tolls and parking while in travel status. Collision damage waiver (CDW) is an allowable expense. Vehicle liability insurance and optional upgrades purchased by the traveler for vehicle rental within the U.S. are not considered rental vehicle expenses and will not be reimbursed. Vehicle insurance purchased at the direction of Property and Liability Insurance Services for vehicles rented outside of the U.S. is considered a legitimate rental vehicle expense and will be reimbursed.

Special need - A physical disability or physical characteristic that may include weight or height.

State travel policy – Those sections of the following publications dealing with matters of travel and lodging: the Arizona Revised Statutes, the Arizona Administrative Code, the Arizona Accounting Manual, and Technical Bulletins issued by the General Accounting Office of the Arizona Department of Administration.

Taxi, commuter bus, and airport limousine expense - The actual reasonable cost of fares for these and other types of transportation taken by the traveler between: 1) The traveler's home and airport or station, 2) The airport or station and the traveler's temporary lodging, 3) The traveler's temporary lodging and the location of the temporary duty post, and 4) The lodging or temporary post to a location for meals, if meals are not available within a reasonable walking distance of the lodging facility or duty post.

Telecommuter – An individual with one or more regular duty posts, one of which generally includes his home. This flexible work schedule option allows an employee to perform work from home with the assistance of electronic communication and is approved by department leadership.

Telephone and communications expense – The actual cost of business calls while on a business trip that includes business communication charges for faxes and copies when documented by original receipts. Also includes internet connection expenses if necessary for NAU business.

Third party payment – Funds received by a NAU employee from a non-NAU entity to cover travel costs in part or whole. These may include an honorarium, stipend, travel support payment, etc.


Transportation expense - The actual cost of transportation by airplane, train, bus, car, etc. between a traveler's residence and temporary duty post, or between temporary duty posts.

Travel authorization (TA) – A PeopleSoft financial system document created prior to the trip. This document is required with a cash advance request and optional without a cash advance request.

Travel expense – May include any of the following. See individual expense item for definition.

1. Baggage expenses
2. Event, conference, convention and meeting fees
3. Lodging expenses
4. Meal and incidentals expenses
5. Miscellaneous travel expenses
6. Personal aircraft expense
7. Personal vehicle expenses

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8. Rental vehicle expense
9. Taxi, commuter bus, and airport limousine expense
10. Telephone and communications expense
11. Transportation expense


Travel specialist – NAU employee assigned to process travel that is responsible for understanding travel policy and guidelines and ensuring compliance by the traveler.

Travel status – For purposes of determining travel status, the traveler must be on authorized official university business. Travel begins when the traveler leaves the personal residence or duty post, whichever occurs last, and ends when the traveler returns to the personal residence or duty post, whichever occurs first. To be eligible for lodging and meal expenses, the traveler must travel overnight outside a radius of 50 miles from the traveler's personal residence and duty post.

Traveler – Any NAU employee, NAU student, or NAU graduate student who is in travel status. Non-NAU travelers are reimbursed in accordance with policy [CMP 421-02: Interviewees and Other Non-Employees](#). Reimbursement of moving expenses is to be transacted in accordance with policy [CMP 420-03: Moving Expenses](#).

University business – Travel that provides a benefit to Northern Arizona University and serves a public purpose. It should be within the scope of the individual's job duties and does not present a conflict of interest. It is the responsibility of the department leadership to determine if travel qualifies as university business.

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PURPOSE

To provide policy on the responsibilities of those involved in travel transactions.

LINKS

[Annual Travel Certification form](#)

[Exception to Policy Signer Authorization form](#)

[Authorized Driver Policy and Procedure](#)

[Exhibit J form](#)

[Exception to Policy Signer Lookup list](#)

[Travel Worksheet](#)


POLICY

TRV 510-01: Department Leadership

The department leadership has the responsibility to:


1. Ensure compliance with university and departmental travel policy and procedures. Report concerns to the Comptroller's Office.
2. As department needs dictate, create and maintain departmental travel policies. Departmental policies should be consistent with and complement university travel policies.
3. Authorize all official employee travel for university business prior to travel planning including written/email authorization for the use of a personal vehicle while in travel status.
4. Approve the employee's assignment to a temporary duty post for the dates of the travel prior to the employee's departure. This may be verbal, electronic or written.
5. Approve the expenditure of funds for the travel prior to the beginning of travel planning.
6. Certify on the Exhibit J that the travel is:
 - a. Authorized, necessary and appropriate for the employee's job duties
 - b. Official university business
 - c. Expense items claimed are correct and proper
7. Assign a travel specialist to understand the travel policy and procedures, communicate these to the travelers, and ensure compliance by the traveler.

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<p>8. Require the travel specialist to attend travel refresher training once per year.</p> <p>9. Monitor frequency and appropriateness of requests for exceptions to policy. Report concerns to the Comptroller's Office.</p> <p>10. Verify that the traveler is an authorized driver before allowing the traveler to drive on university business. This includes that they have a valid driver's license and proof of liability insurance (if a personal vehicle or rental vehicle is to be used).</p> <p>11. Prohibit the use of a state vehicle, rental car, or privately owned vehicle for university business if the traveler does not possess a valid driver's license. Prohibit the use of a rental car or privately owned vehicle if the traveler does not carry motor vehicle liability insurance.</p> <p>12. Deny reimbursement of specific expenditures that do not comply with policy or are not supported with proper documentation.</p> <p>13. Take appropriate disciplinary action for intentional violations of the travel policy.</p> <p>14. Oversee other aspects of travel, as required.</p>	
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PURPOSE

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[Travel Worksheet](#)


POLICY

TRV 510-02: Travel Specialist

The travel specialist has the responsibility to:


1. Maintain current university and departmental travel policy and procedure expertise.
2. Attend travel policy refresher training once per year.
3. Communicate university travel policies and, as department needs dictate, departmental travel policies to unit personnel.
4. Ensure compliance with university and departmental travel policy and procedures. Report concerns to department leadership or the Comptroller's Office.
5. Require all travelers to complete an Annual Travel Certification form on a fiscal year basis. Provide proof of liability insurance for drivers who operate a personal vehicle for university business (and are requesting reimbursement). The certification should be kept on file in the department.
6. Ensure that Exception to Policy Signer forms are submitted to the Comptroller's Office at the beginning of each fiscal year.
7. Ensure changes to the Exception to Policy Signers list throughout the year are implemented.
8. Certify on the Exhibit J that:
 - a. The travel claim has been reviewed
 - b. Amounts have been matched to supporting documentation
 - c. Adequate documentation to support the travel claim is attached to the Exhibit J

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<p>d. The claim is prepared in compliance with university travel policy.</p> <p>9. Prepare justifications for exception to policies as appropriate.</p> <p>10. Ensure an Exhibit J is completed and signed prior to processing reimbursement for each trip.</p> <p>11. Process reimbursement to travelers for authorized and eligible travel expenses when on official university business.</p> <p>12. Notify the department leadership and the Comptroller's Office if the traveler fails to settle his account in full so that the balance may be deducted from the traveler's wages. The Comptroller's Office should be notified even if the traveler is no longer employed by NAU.</p> <p>13. Maintain supporting documentation for travel expenditures for internal, grantor, state, or federal audits for not less than five years.</p> <p>14. Monitor frequency and appropriateness of requests for exceptions to policy. Report concerns to department leadership or the Comptroller's Office.</p> <p>15. Deny reimbursement of specific expenditures that do not comply with policy or are not supported with proper documentation.</p>	
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To provide policy on the responsibilities of those involved in travel transactions.

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[Travel Worksheet](#)


POLICY

TRV 510-03: Exception to Policy Signer

The exception signer has the responsibility to:

1. Maintain current university and departmental travel policy and procedure expertise.
2. Sign the Exception to Policy Signer Authorization form at the beginning of each fiscal year that certifies travel policy expertise.
3. Encourage compliance with university and departmental travel policy and procedures. Report concerns to department leadership or the Comptroller's Office.
4. Possess the authority to grant exceptions when warranted.
5. Possess the authority to deny exceptions when warranted.
6. Require written justifications for exception to policies as appropriate.
7. Approve exceptions to policy by signing the Exhibit J and certifying:
 - a. The exceptions are appropriate, reasonable and appear to be for valid university purpose
 - b. All documentation supporting the exception request is attached
8. Deny requests for exceptions to policy that are inappropriate or are not supported with proper documentation.
9. Monitor frequency and appropriateness of exceptions to policy. Report concerns or requests for excessive exceptions to policy to department leadership or the Comptroller's Office.

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PURPOSE

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[Travel Worksheet](#)


POLICY

TRV 510-04: Traveler

The traveler has the responsibility to:

1. Comply with university and departmental travel policy and procedures.
2. Complete an Annual Travel Certification form on a fiscal year basis and submit proof of liability insurance as requested before driving a personal vehicle or a rental vehicle on university business.
3. Resubmit the Annual Travel Certification form at any time when the traveler no longer possesses a valid driver's license or liability insurance.
4. Register as an [authorized driver](#) and complete all associated requirement prior to driving for university business.
5. Seek pre-trip authorization and approval from department leadership to expend funds for travel. Request may be verbal, electronic or written.
6. Provide all available documentation to the travel specialist prior to travel. Provide a detailed invitation, brochure, agenda, itinerary, etc. to the travel specialist. This documentation must substantiate university business and include information regarding the beginning and ending dates, registration fees, lodging costs, included meals and program itinerary. The traveler may complete a travel worksheet to facilitate this process.
7. Submit all original expense receipts and documentation to the travel specialist within 5 working days after the return from travel so that the travel claim can be processed within 30 days of the end of the trip or by the end of the fiscal year end – whichever occurs first. If


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Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 03/21/17

travel is not processed within 30 days or by year end, an exception to policy is required. See [CMP 420-01: Faculty and Staff Reimbursements – Accountable Plan Rules](#) for more information.

8. Prepare justifications for exception to policies as appropriate.
9. Certify on the Exhibit J that:
 - a. Expense items claimed on the Exhibit J were incurred for authorized official university business
 - b. The expense claims are correct and proper
 - c. For any trip where NAU pays all or part of the expenses, any stipend, honorarium, or other compensation to be paid to the traveler from third parties must be disclosed on the travel claim. If any of this third party compensation is designated for travel costs, that amount must be entered in the “Less Paid via Third Party” box on the Exhibit J. If ALL of the expenses are paid by a third party, an Exhibit J is not needed.
 - d. Authority is granted to NAU to resolve unsettled travel claims
 - e. Acknowledgment that filing a false travel claim is a felony
 - f. If the travel is by privately owned automobile or rental vehicle, the traveler has a valid AZ driver’s license and carries liability insurance.

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Subject: Responsibilities in the Travel Process	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2013

PURPOSE

To provide policy on the responsibilities of those involved in travel transactions.

LINKS

[Annual Travel Certification form](#)

[Exception to Policy Signer Authorization form](#)

[Authorized Driver Policy and Procedure](#)

[Exhibit J form](#)

[Exception to Policy Signer Lookup list](#)

[Travel Worksheet](#)


POLICY

TRV 510-05: Comptroller's Office

The Comptroller's staff has the responsibility to:

1. Address concerns raised by departmental leadership, travel specialist, exception to policy signer with regard to reports of policy violations including excessive exception to policy requests.
2. Travel coordinators are responsible to assist, support, facilitate and train the university community regarding travel policies, practices and requirements. They serve as a resource to travelers and travel specialists and provide counsel on travel related topics including the review for reasonableness of exceptions to travel policy.
3. Financial Controls Office is responsible for reviewing and analyzing travel and PCard transactions and documents for reasonableness, accuracy, appropriate documentation that supports the expense and can stand alone to provide the details of the transaction. Purchasing Card and Travel Compliance Reviews are conducted by Financial Controls for departmental units. The findings of the reviews are shared and, if necessary, corrective action identified.

COMPTROLLER POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 515-01
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2014

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)


[Exhibit J form](#)

POLICY

TRV 515-01: Reimbursement of Travel Expenses

1. Reimbursement is for actual expenses incurred.
2. Reimbursement is only made for authorized travel.
3. Reimbursement is for travel expenditures necessary for university business.
4. Reimbursement will not be made for personal travel or travel that could be construed as a possible conflict of interest. Documentation solidifying the business purpose of the trip should be attached to the travel claim if there is any question.
5. Whenever public monies are used to pay for airline travel or lodging, any credits, bonuses, awards and other benefits issued by an airline or hotel should accrue to benefit the State not the traveler. Personal rewards cards are not to be used when travelling on University business.
6. Faculty and staff must have paid or incurred expenses while performing services as an employee of NAU.
7. [Per CMP 420-01](#), faculty and staff are required to properly account to NAU for the expenses within a reasonable period of time. Requests for reimbursement of travel related expenses should be within 5 days of return but no longer than 30 days after return.
8. [Per CMP 420-01](#), any excess travel advances must be repaid within 30 days of trip return date. If funds are not received within 60 days of return date, the university may pursue the funds through payroll deduction.

COMPTROLLER TRAVEL POLICY MANUAL

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	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2017

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)


[Exhibit J form](#)

POLICY

TRV 515-02: Substantiation of Travel Expenses


1. Original itemized receipts that illustrate proof of payment are required for the reimbursement of the following expenses:
 - a. All airline expenses
 - b. All lodging expenses
 - c. All rental car expenses
 - d. All common carrier or train expenses (includes taxis, Rideshares, Uber, Lyft etc.)
 - e. All chartered aircraft and aircraft rental and fuel expenses
 - f. All aircraft landing and aircraft parking fees
 - g. All airport motor vehicle parking expenses
 - h. All bridge and toll road expenses
 - i. All communication expenses
 - j. Any expense that was charged to the [PCard](#) requires an original receipt regardless of the dollar amount.
2. Meals do not require receipts at any time. Meals will be reimbursed for actual expenses incurred up to the maximum reimbursement rate.
3. Original itemized receipts that illustrate proof of payment should be attached to the Exhibit J. However, if the PCard was used to incur the expense, the original itemized receipt should be filed with the PCard log and a copy of the receipt should be attached to the Exhibit J.
4. Lost, duplicate or copies of receipts/bills
 - a. If the original of a document required for substantiation of travel expenses is lost or destroyed, a photocopy may be submitted with the statement, "Treat as an Original". The photocopy must be signed by the traveler's supervisor and an exception to policy signer.
 - b. 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 corporate card receipt is required showing the employee paid for the lodging. In addition to the canceled check or credit card receipt, a letter must be prepared by the supervisor in lieu of the original or photocopy of the lodging receipt. The letter must contain the name of the traveler, the dates of the travel, the name, address and telephone number of the lodging establishment, cost per night and the total cost of the lodging.

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c. The letter should also include the reason(s) why an original or photocopy of the lodging receipt is not available. This letter should also be signed by an exception to policy signer.	
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COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 515-03
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	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2013

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)


[Exhibit J form](#)

POLICY

TRV 515-03: Funding Sources

1. Funding source - Employee travel is conducted and reimbursed according to university travel policy regardless of the funding source of the travel expense.
2. Limited funding - When a department has determined a traveler's reimbursement amount to be less than the allowable amount, partial reimbursement must be indicated on the Exhibit J.
3. Sponsored project accounts - Travel on sponsored project funds follows university travel policies, unless the grant terms provide additional criteria. International travel on sponsored project accounts is restricted by the terms of the contract, grant or sponsor.
4. Travel costs must be allocated in proportion to the benefit derived by each sponsor. Accordingly, researchers must provide documentation of their project-related activities to assure that costs are allocated appropriately and that unrelated activities are not charged to the sponsor. Daily activities on research trips must be documented. Copies of agendas or daily logs are acceptable documentation as are any other records that substantiate the activities for which purpose the trip was taken. This documentation may include an agenda or daily log. Other documentation that substantiates that research activities were performed and that outlines details of activities such as types of research conducted, specific places/sites visited, people researcher met with, materials or observations gathered, etc. is acceptable. For additional information see Office of Management and Budget (OMB) Circular A-21 C.4.d.(3).

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 515-04
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Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2013

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)

[Exhibit J form](#)


POLICY

TRV 515-04: Processing of Travel Expenses

1. A detailed invitation, brochure, agenda, itinerary, email communication with the event coordinator, etc. must be submitted to the travel specialist and attached to the Exhibit J. This documentation must substantiate university business and include information regarding the beginning and ending dates, registration fees, lodging costs, included meals and program itinerary.
2. Travel authorization (TA)- a PeopleSoft financial system document created prior to the trip. This document is required with a cash advance request and optional without a cash advance request.
3. In cases where all expenses are paid via the PCard and there is no employee reimbursement, a Exhibit J must be completed. It is recommended that the Exhibit J be attached to the PCard transaction log.

When travel expenses have been paid via the PCard, the travel specialist and the PCard liaison must ensure that the PCard log has the correct Expense Report document reference and that the items charged on the PCard adhere to travel policy. Any discrepancies should be repaid by the traveler.
4. Travel expenses paid by the traveler with personal funds must have proof of payment as required in [TRV 515-02: Substantiation of Travel Expenses item 3](#) to be reimbursed. This proof may include an original itemized receipt, a cancelled check showing the front and back of check or a bank statement showing the vendor name and amount paid.
5. An Exhibit J must be signed for each trip by the traveler, travel specialist, traveler supervisor and, if necessary, the exception to policy signer certifying that expense items claimed were incurred for authorized and official university business and are correct. The traveler agrees that if he is overpaid or fails to settle his account in full, he authorizes NAU to deduct the balance against his wages.
6. All original expense receipts and documentation must be submitted to the travel specialist within 5 working days after the return from travel so that the travel claim can be processed within 30 days of the end of the trip or by the end of the fiscal year end – whichever occurs first. If travel is not processed within 30 days or by year end, an exception to policy is required.

COMPTROLLER TRAVEL POLICY MANUAL

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Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2013

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)


[Exhibit J form](#)

POLICY

TRV 515-05: Efficient and Cost Effective Travel Practices

- Travel planning is required. Planning should begin far enough in advance to limit:
 - Exceptions to policy
 - The number of overnight stays
 - Meals, lodging and transportation expense
 - Time in travel status
 - Number of travelers
- The most beneficial, cost effective and practical mode of travel will be used.
- Travel should be fair and reasonable but planned for the convenience of NAU using the most economical means. Reimbursement is limited to expense of travel by the most direct and usually traveled route and by the most economical means of transport.
- That portion of any travel which is by an indirect route or which is not in the best interest of the university or is for the personal convenience of the traveler will not be reimbursed.
- Travelers will not be reimbursed for subsistence and travel expenses in excess of that travel time which would have been required.
- Excess travel time will be charged to annual leave.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 515-06
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Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2013

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)

[Exhibit J form](#)

POLICY

TRV 515-06: Annual Travel Certification

1. An Annual Traveler Certification form is to be signed by each traveler expected to travel for the university during a fiscal year. This certification implies that the traveler has read, understands and agrees to comply with university and departmental travel policies. The certification will be kept on file in the department.

COMPTROLLER POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 515-07
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	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2013

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)


[Exhibit J form](#)

POLICY

TRV 515-07: Personal Expenses

1. The following is a list of activities and expenses that may be incurred prior to or during travel that are considered personal in nature and are not reimbursed by the university. This list is not all inclusive and should be used as guide only.
 - a. Airline clubs
 - b. TSA pre-checks
 - c. Seat selection fees, or upgrade fees
 - d. Currency conversion and check cashing fees for personal funds
 - e. Entertainment including sporting events, cultural events, movies and other activities
 - f. Flight or travel insurance
 - g. Gifts provided to co-workers, family members or others
 - h. Illegal substances
 - i. Liquor, wine, or other alcoholic beverages
 - j. Magazines and guides
 - k. Passport and visa expense including the actual cost of obtaining a passport, visa, tourist card, and necessary photographs, cost of certificates of birth, health, identity, and related affidavits. Exceptions may be granted by the Comptroller for recruitment or retention issues or if out-of-country travel is not a normal part of the traveler's position responsibilities.
 - l. Traffic citations. See [TRV 525-02: General Requirements for Travel via Automobile item 2](#)
 - m. Traveler's check fees for personal funds

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 515-08
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 04/24/2017
Subject: Non-State Sponsored Payments	Effective date: 04/24/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 04/24/2017

PURPOSE

The University sponsors the Purchasing Card (P-card) that can and should be used to book and pay for travel-related activities relating to the business of the University. Certain other payments that directly or indirectly involve travel – such as attendances at conferences, etc. – can also be made through the purchase order process. Collectively, these payment methods are University-sponsored payment methods.

This policy deals with the use and the consequences of the use of non-University payments methods to pay for University travel.

LINKS

[Exhibit J form](#)


[NAU Purchasing Card Policy](#)

POLICY

TRV 515-08 Use of non-State sponsored payment methods to pay for state travel

1. Whenever practicable, University sponsored payment methods **must** be used to pay for conferences and common carrier travel.
2. Non-University payment methods may be used for local transportation, lodging, meals and incidentals related to the conduct of University business.
3. If an individual employee's non-University payment card, rather than a University sponsored P-card is used to pay for conferences, lodging, common carrier travel, meals and incidentals, the individual shall not be reimbursed until after the completion of the travel-related event.
4. The University neither shall be liable for and nor shall reimburse an employee for any interest charges, late fees or service fees related to an employee's use of a non-University sponsored P-card.
5. Policies related to travel advances to employees are contained in travel policy 555-01.

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 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 520-01
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	Origination date: 01/01/2000
Subject: Travel Exceptions	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2012

PURPOSE

To provide policy on exceptions to travel policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Blanket Exception to Policy form](#)

[Exception to Policy Signer Authorization form](#)

[Exception to Policy Signer Lookup list](#)

[Exhibit J form](#)


POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 520-01: Exceptions to University Travel Policy

1. Requests for exceptions to the university travel policy are to be infrequent and, whenever practical, requested in advance.
2. Exceptions to travel policy will not be granted when it appears that proper planning and reasonable effort was not made and the additional costs could have been avoided.
3. Repetitive requests for similar exceptions, particularly after-the-fact requests, will be carefully reviewed and when circumstances warrant, denied.

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Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2012

PURPOSE

To provide policy on exceptions to travel policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Blanket Exception to Policy form](#)

[Exception to Policy Signer Authorization form](#)

[Exception to Policy Signer Lookup list](#)

[Exhibit J form](#)

POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 520-02: Exception to Policy Signers

1. Department leadership will designate exception to policy signers on a fiscal year basis by submitting an Exception to Policy Signer Authorization form.
2. Changes in designated signers during the year require resubmission of the form.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 520-03
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Subject: Travel Exceptions	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2012

PURPOSE

To provide policy on exceptions to travel policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Blanket Exception to Policy form](#)

[Exception to Policy Signer Authorization form](#)

[Exception to Policy Signer Lookup list](#)

[Exhibit J form](#)


POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 520-03: Justification of Exception

1. Exception to policy reimbursements will be justified in writing on the traveler’s Exhibit J or by attaching a separate justification memo and attaching supporting documentation that may be approved by the exception to policy signer. Any justification made on the basis of cost savings to the university must be supported by documentation such as printed travel quotes, savings calculations, etc.
2. The justification should be prepared by the individual responsible for the policy violation.
3. The justification documentation should stand alone. It should provide the details of the travel transaction.

COMPTROLLER TRAVEL POLICY MANUAL

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Subject: Travel Exceptions	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2012

PURPOSE

To provide policy on exceptions to travel policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Blanket Exception to Policy form](#)

[Exception to Policy Signer Authorization form](#)

[Exception to Policy Signer Lookup list](#)

[Exhibit J form](#)


POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 520-04: Blanket Letter of Exception

1. Blanket memorandums of exception are acceptable if they are completed in detail on the Blanket Exception to Policy form and signed by the exception to policy signer, department leadership and a travel coordinator in the Comptroller’s Office.
2. These forms must be renewed on an annual fiscal year basis.

COMPTROLLER TRAVEL POLICY MANUAL

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Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2012

PURPOSE

To provide policy on exceptions to travel policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Blanket Exception to Policy form](#)

[Exception to Policy Signer Authorization form](#)

[Exception to Policy Signer Lookup list](#)

[Exhibit J form](#)

POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 520-05: Examples of Activities or Exceptions to Policy that Require an Exception


1. Event lodging expense that exceeds both the single room rate listed in the event brochure and the reimbursement rate for the area of travel. [TRV 535-03: Designated Lodging for an Event items 1 and 2.](#)
2. Out-of-State travel requiring attendance by three or more individuals from a single academic or administrative unit or department. [TRV 545-03: Multiple Representations items 1 and 2.](#)
3. No TA created when requesting a cash advance [TRV 515-04: Processing of Travel Expenses item 2.](#)
4. Expense Report processed over 30 days after return from travel. [TRV 515-04: Processing of Travel Expenses item 6.](#)
5. Use of rental vehicle for transport to an out-of-state destination. [TRV 525-06: Rental Cars item 2.](#)
6. Unusual circumstances requiring the upgrade of rental vehicle type. [TRV 525-06: Rental Cars item 8\(c\).](#)

COMPTROLLER TRAVEL POLICY MANUAL

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Subject: Travel Exceptions	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2012

7. Personal vehicle driven out-of-state. TRV 525-04 Use of a Personal Motor Vehicle item 2.	
8. Use of alternate transportation to/from an event when shuttle service is provided at a reduced rate. TRV 525-08: Shuttle Transportation item 1.	
9. Use of rental car when staying at the designated event lodging. TRV 525-06: Rental Cars item 3(b).	

COMPTROLLER TRAVEL POLICY MANUAL

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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Ground Transportation	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2013

PURPOSE

Provide policy on transportation expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)

[NAU Transportation Service Center Home Page](#)

[Authorized Driver Policy and Procedure](#)

[Property and Liability Insurance Services](#)

[Exhibit J form](#)

[State of Arizona Travel Policy Supplement I](#)


[NAU Transportation Service Center General Info](#)

POLICY

TRV 525-01: General Requirements for Transportation Expenses


1. Transportation expenses may be incurred and reimbursed for authorized travel on university business. If operating a motor vehicle on university business, a traveler must be registered as an [authorized driver](#) before travel expenses will be reimbursed.
2. Transportation means are to be selected based on the most reasonable and customary mode of transportation, the most commonly traveled route consistent with the authorized purpose of the trip, time effectiveness and for the benefit of the university. The principles of this section apply regardless of the mode of transportation selected.
3. Reimbursement for the following transportation expenses must be substantiated by original itemized receipts that illustrate proof of payment:
 - a. All rental car expenses
 - b. All common carrier or train expenses
 - c. All bridge and toll road expenses
4. Rideshares, such as Uber and Lyft, and taxicabs may be used for local transportation, when necessary and economical.
5. Documentation, in whatever form is available, of the cost of taxicab and rideshare fares must be provided for reimbursement to be made.
6. Original itemized receipts that illustrate proof of payment should be attached to the Exhibit J. However, if the PCard was used to incur the expense, the original itemized receipt should be filed with the PCard log and a copy of the receipt should be attached to the Exhibit J.

COMPTROLLER TRAVEL POLICY MANUAL

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<ol style="list-style-type: none"> 7. If the traveler is riding as passenger in a vehicle, the transportation cost is recorded on the Exhibit J as zero. 8. Baggage handling and storage fees are reimbursed at the discretion of department leadership. 9. Reimbursement of cancelation and late fees is discouraged. However, they are reimbursable at the discretion of department leadership in unusual circumstances provided that the business purpose is documented and attached to the reimbursement claim form. They should not be reimbursed when the fee is incurred for personal purposes and are considered avoidable. 	
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PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

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POLICY

TRV 525-02: General Requirements for Travel via Automobile


1. Authorized driver requirements
 - a. The traveler must be registered as an authorized driver before driving any motor vehicle on university business. This includes completing the Defensive Driving Course and registering their driver's license in PeopleSoft.
 - b. A valid driver's license is required if the traveler is driving a university, private or rented vehicle on university business.
 - c. The traveler must enter the traveler's valid driver's license number on his Annual Travel Certification before driving on university business.
 - d. The traveler must receive written/email approval from a supervisor prior to departure to operate a personally owned motor vehicle for university business as well as provide proof of liability insurance.
 - e. If a driver does not register as an Authorized Driver they will:
 - Not be able to drive any university vehicles.
 - Not receive mileage reimbursement for personal vehicles used on university business.
 - Not be able to rent a vehicle to be used on university business.A person that is not registered as an authorized driver must also understand that they are personally liable for the vehicle that they are driving as well as for all other damages and injuries that are caused in the event of an accident and that the state/university will not supplement their personal vehicle insurance.
2. Traffic citations
 - a. Traffic citations issued to a university employee during authorized travel are not eligible for reimbursement unless the traffic citation is issued to the traveler while driving a

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<p>university vehicle and the violation was due to university vehicle mechanical problems.</p> <p>b. All other traffic citations issued to a traveler are a personal expense and not eligible for reimbursement.</p> <p>3. Accidents</p> <p>a. If a traveler driving a privately owned vehicle on university business and is involved in an accident and found to be at fault, the traveler's liability insurance carrier is responsible to the limits of the policy. If the amount exceeds that coverage, the university's insurance program will, at the time, cover the amount over the policy limits if the traveler was acting within the course and scope of his employment.</p> <p>b. If a traveler is driving a privately owned motor vehicle on university business and is involved in an accident, regardless of fault, the university will not reimburse the traveler for any physical damage to the motor vehicle.</p>	
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PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

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POLICY

TRV 525-03: Use of NAU Fleet Vehicles

1. University fleet motor vehicles are for transporting only state employees and NAU students engaged in university business.
2. Travelers using university fleet vehicles should normally not incur actual vehicle expenses. Travelers should follow procedures established by NAU Transportation Service Center for fuel, service and minor repair expense.
3. Other transportation expense such as tolls and parking are reimbursable.
4. Travelers using university fleet vehicles will not be allowed to claim mileage.
5. University owned vehicles used in Mexico require specific insurance. It is necessary to contact Property and Liability Insurance Services when planning the travel to arrange for the appropriate documentation.
6. Contact NAU Transportation Service Center for additional rules for use of university fleet vehicles.

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PURPOSE

To provide policy on transportation expenses and reimbursements.

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POLICY

TRV 525-04: Use of a Personal Motor Vehicle


1. Liability Insurance
 - a. A traveler using a privately owned motor vehicle on university business must have current vehicle liability insurance. Proof of insurance must be on file with the Annual Travel Certification form prior to driving a personal vehicle on university business as requested by department leadership.
 - b. If the traveler does not carry motor vehicle liability insurance that covers the use of a privately owned motor vehicle on university business, it is the responsibility of the traveler's supervisor to prohibit the use of a privately owned vehicle on university business. An alternate method of transportation must be used.
 - c. Mexican authorities do not recognize insurance from the U.S. Although the State of Arizona Department of Administration maintains a Mexican automobile, aircraft, and general liability insurance policy which covers university employees traveling in Mexico on official university business, only university-owned vehicles are covered for automobile liability. Therefore, employees are discouraged from taking private vehicles to Mexico.
2. Written/email permission from a traveler's supervisor for the use of a personal vehicle for university business must be obtained prior to travel.
3. Out-of-State
 - a. Mileage will be reimbursed at the lesser of:
 - i. the rate set by the Arizona Department of Administration plus tolls and parking in the State of Arizona Travel Policy Supplement I.
 - ii. air coach fare plus applicable taxis, shuttles and rental cars at the time of booking to the same destination.

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b. If a vehicle is used for out-of-state travel for the convenience of the traveler, the traveler will not be reimbursed for extra meals and lodging incurred due to extra travel time.	
c. All mileage calculations must comply with mileage policy.	

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PURPOSE

To provide policy on transportation expenses and reimbursements.

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POLICY

TRV 525-05: Mileage


1. General Mileage Policy
 - a. The mileage reimbursement rate includes all automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, and insurance.
 - b. Mileage is reimbursable for conducting university business within a 50-mile radius of duty post with supervisory approval.
 - c. Mileage reimbursement rates for privately owned motor vehicles are listed in the State of Arizona Travel Policy Supplement I.
 - d. When two or more employees on university business share a private motor vehicle, only the owner or custodian of the vehicle driven may claim reimbursement for mileage.
 - e. Mileage claims must include the traveler's full residence address including city and zip code and full duty posts addresses including city and zip code, or state that a daily travel log is attached or is on file and where that file is located.
 - f. The traveler may only be reimbursed for the most direct route to and from each destination.
 - g. Only one method of reimbursement for mileage may be applied during a single trip. Either mileage reimbursement or reimbursement for fuel must be selected and applied consistently.
2. Commute Mileage
 - a. The cost of commuting between a personal residence and a regular duty post is not reimbursed regardless of the distance.
 - b. Commute mileage is based on no more than one round trip to the regular duty post per day.
 - c. Commute miles must also be deducted on weekends, holidays, or other non standard working days.
 - d. When traveling on university business and travel begins or ends at the individual's

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<p>residence, reimbursement for mileage is computed as the mileage for the most direct route to the destination less the commute mileage to or from the regular duty post.</p> <ol style="list-style-type: none"> 3. Computation of Mileage <ol style="list-style-type: none"> a. Mileage may be calculated by one of the following methods: <ol style="list-style-type: none"> i. Actual mileage log with odometer readings and specific addresses ii. Printed copy of another method such as Mapquest.com web site b. Mileage should be rounded to the closest whole mile. 4. Reimbursement for Fuel Expenses <ol style="list-style-type: none"> a. The traveler may request fuel expense reimbursement in lieu of mileage reimbursement. b. The Fuel Expense Claim Comparison form – or any other similar method of calculation – must be attached to the travel claim. c. Fuel purchases will be reimbursable if original receipts are provided. d. Traveler requesting reimbursement of gas will not be allowed to claim mileage. The method of reimbursement is final upon submission of the travel claim and cannot be changed later. e. Fuel expenses will be reimbursed at the lesser of: <ol style="list-style-type: none"> i. Actual expenses incurred ii. The mileage reimbursement as calculated per TRV525-05(3) 	
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PURPOSE

To provide policy on transportation expenses and reimbursements.

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POLICY

TRV 525-06: Rental Cars


1. The original rental car contract and receipt received from the rental car company are required for reimbursement.
2. For Transport to a Destination Out-of-State
 - a. Justification for rented vehicles for travel to an out-of-state destination must be authorized by the exception to policy signer on the Exhibit J.
3. Transportation at the point of destination
 - a. Rented or leased vehicles may be used for ground transportation at the point of destination when it is in the best interests of the university to do so. Leased vehicles must not be used when taxis, buses and other alternatives are more economical.
 - b. Rental vehicles are not allowed when staying at a designated place of lodging listed in the brochure, agenda, etc. If rental car is obtained, justification is required and approved by the exception to policy signer.
4. Collision Damage Waiver Coverage (CDW)
 - a. Collision Damage Waiver insurance should be purchased for all out-of-state car rentals. CDW is allowable for in-state rentals but is not required.
5. Insurance
 - a. When a traveler rents a motor vehicle for university business using the university PCard, the traveler and vehicle are insured for liability and physical damage losses through the university's insurance program.
 - b. Vehicle liability insurance is not considered rental vehicle expenses and will not be reimbursed.

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<ul style="list-style-type: none"> c. Vehicle insurance purchased at the direction of Property and Liability Insurance Services for vehicles rented outside of the U.S. is considered a legitimate rental vehicle expense and will be reimbursed. d. Proof-of-insurance cards are available from Property and Liability Insurance Services and should be obtained prior to renting a motor vehicle. <p>6. Mileage</p> <ul style="list-style-type: none"> a. Travelers using rented vehicles will not be allowed to claim mileage. <p>7. Reimbursement for Fuel</p> <ul style="list-style-type: none"> a. Reasonable gasoline purchase will be reimbursable if original receipts are provided. <p>8. Prepaid Fuel Option</p> <ul style="list-style-type: none"> a. The pre-purchase of a tank of gas at the time of the vehicle rental that allows the traveler to return the rental vehicle without having to refill the tank. Refunds are not given for unused gas from the rental vehicle company. The cost effectiveness of this option is difficult to achieve and substantiate. As a result, this option is not to be used and will not be reimbursed. <p>9. Guidelines for Car Rental Equipment</p> <ul style="list-style-type: none"> a. Optional equipment rentals such as GPS units, satellite radio, etc. are not reimbursable expenses. b. Guidelines for Size of Car to be Rented c. Travel of a week or less <ul style="list-style-type: none"> i. One to two individuals - compact vehicle. ii. Three individuals – intermediate/mid-size vehicle. iii. Four individuals –intermediate/standard size vehicle. d. Travel of a week or more <ul style="list-style-type: none"> i. One individual – compact vehicle. ii. Two or three individuals - an intermediate/mid-size size vehicle. iii. Four or more individuals – approval for a vehicle that meets their needs as recommended by the department. <p>10. If there are unusual circumstances which make the above criteria unworkable, department leadership may make an exception to policy for an appropriate size vehicle upon receipt of a properly substantiated justification.</p>	
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PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

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POLICY

TRV 525-07: Parking

1. If department leadership has preapproved the use of an automobile, parking fees are reimbursable for fees if incurred at a temporary duty post, hotel for overnight lodging, etc.
2. Valet parking fees are not reimbursable.

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PURPOSE

To provide policy on transportation expenses and reimbursements.

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POLICY

TRV 525-08: Shuttle Transportation

1. If shuttle service is offered for a rate less than a taxi, limo, etc., the traveler must use this service.
2. If this service is not used and an expense for transportation is incurred, justification describing the business purpose written by the traveler must be submitted with the original itemized receipt for the transaction. The exception to policy must be approved by the exception to policy signer.

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PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

[Exhibit J form](#)

[Fly America Act](#)

[Property and Liability Insurance Services](#)


[State of Arizona Travel Policy Supplement V](#)

POLICY

TRV 530-01: General Requirements for Transportation Expenses

1. Transportation expenses may be incurred and reimbursed for authorized travel on university business.
2. Transportation means are to be selected based on the most reasonable and customary mode of transportation, the most commonly traveled route consistent with the authorized purpose of the trip, time effectiveness and for the benefit of the university. The principles of this section apply regardless of the mode of transportation selected.
3. Reimbursement for commercial or chartered aircraft may not exceed the actual amount the traveler paid.
4. Reimbursement for the following expenses must be substantiated by original itemized receipts that illustrate proof of payment:
 - a. All airline expenses
 - b. All airport motor vehicle parking expenses
 - c. All chartered aircraft and aircraft rental and fuel expenses
 - d. All aircraft landing and aircraft parking fees
5. Original itemized receipts that illustrate proof of payment should be attached to the Exhibit J. However, if the PCard was used to incur the expense, the original itemized receipt should be filed with the PCard log and a copy of the receipt should be attached to the Exhibit J.
6. If the traveler is traveling free as a result of a frequent traveler award or similar program, the transportation cost is recorded on the Exhibit J as zero.
7. Reimbursement of cancelation and late fees is discouraged. However, they are reimbursable at the discretion of department leadership in unusual circumstances provided that the business purpose is documented and attached to the reimbursement claim form. They should not be reimbursed when the fee is incurred for personal purposes and are considered avoidable.

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PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

[Exhibit J form](#)

[Fly America Act](#)

[Property and Liability Insurance Services](#)


[State of Arizona Travel Policy Supplement V](#)

POLICY

TRV 530-02: Commercial Airline

1. Most economical fare
 - a. Coach, economy or other discounted class of fare must be used for commercial airline travel.
 - b. Travelers and travel specialists will check for the lowest total fare including additional fees such as reservation, checked baggage, seat assignments, etc. and consider connecting flights when practical.
2. Fees
 - a. Processing fees are an allowable expense when documented on an original receipt or itinerary as an extra fee.
 - b. Baggage handling and storage fees are reimbursed at the discretion of department leadership.
 - c. Flight insurance purchased by the traveler is not reimbursable.
3. Airport parking and transportation
 - a. Airport parking and mileage expense for a privately-owned motor vehicle is allowed only if less than roundtrip taxi fare between the traveler's residence and the airport, or duty post and airport, whichever is applicable.
 - b. Airport parking will be reimbursed at daily rates no higher than the discounted parking rates listed for Phoenix and Tucson. Refer to the State of Arizona Travel Policy Supplement V for a listing of these rates.
 - c. If a traveler is dropped off or picked up at the airport terminal using a privately-owned vehicle, no parking is reimbursable.

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PURPOSE

Provide policy on transportation expenses and reimbursements when using Federal funding.

LINKS

[Exhibit J form](#)

[Fly America Act](#)

[Property and Liability Insurance Services](#)


[State of Arizona Travel Policy Supplement V](#)

POLICY

TRV 530-03: Airline Travel Under Federal Grants

1. With few exceptions, [The Fly America Act](#) requires travelers on federal grant funding to use U.S. flag carriers regardless of the cost or convenience. Under the regulations, you must ensure that all flights, where possible, are scheduled on U.S. flag carriers or on foreign air carriers that code share with a U.S. flag carrier. However, there are some exceptions.
 - a. Open Skies Agreement
 - i. An important exception is the [Open Skies Agreement](#) between the United States and the European Union. This allows federal grant-funded travelers flying to a destination serviced by a European Union airline to fly on either a U.S. carrier or a European Union carrier as long as they touch down in an EU country.
 - ii. Agreements also have been negotiated with Australia, Switzerland and Japan, travelers should check whether there is an agreement for their destination country before purchasing tickets.
 - b. Use of U.S. carrier service would extend travel time, including delay at point of origin, by 24 hours or more.
 - c. U.S. carriers do not offer nonstop or direct service between point of origin and destination. However, some additional complex rules apply; see the Fly America Act at the website listed above.
 - d. When the costs of airfare are reimbursed in full by a third party, such as a foreign government or an international agency.

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PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

[Exhibit J form](#)

[Fly America Act](#)

[Property and Liability Insurance Services](#)


[State of Arizona Travel Policy Supplement V](#)

POLICY

TRV 530-04: Chartered Flights

1. Chartered aircraft for travel is allowed provided a common carrier is not feasible or an alternate mode of travel is impractical. Department leadership, not the traveler, will determine if such travel is justified and is in the best interest of the university.
2. Chartered air service may only be obtained from FAA licensed commercial flight operators.

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PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

[Exhibit J form](#)

[Fly America Act](#)

[Property and Liability Insurance Services](#)


[State of Arizona Travel Policy Supplement V](#)

POLICY

TRV 530-05: Privately Owned Aircraft

1. Authorization
 - a. Only those individuals approved and authorized by State of Arizona Risk Management Section may claim privately owned or rented aircraft reimbursement.
2. NAU Travelers Piloting Aircraft on University Business
 - a. All pilots should contact Property and Liability Insurance Services for specific requirements before flying on authorized university business. Property and Liability Insurance Services must approve each application to fly on state business before coverage will apply.
3. Mileage Reimbursement
 - a. Mileage reimbursement for privately owned aircraft will use the aircraft mileage rate set by the Arizona Department of Administration and approved by the Joint Legislative Budget Committee, plus actual landing and parking fees.
 - b. Mileage reimbursement is based on the shortest air route from origin to destination.

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PURPOSE

To provide policy on lodging expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[NAU Telecommunications](#)

[Exhibit J form](#)

[State of Arizona Travel Policy Supplement I](#)

POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 535-01: General Lodging Policy


1. Reimbursable lodging expenses include the actual cost of a single occupant room plus taxes and all mandatory service charges (parking, resort fees, etc.) that are charged by the facility and not required by law.
2. Additional expenses for room features, personal items, etc. incurred for the convenience of the traveler are not reimbursable.
3. Original itemized receipts are required for the reimbursement of the following expenses:
 - a. All lodging expenses
 - b. All communication expenses
4. Original itemized receipts that illustrate proof of payment should be attached to the Exhibit J. However, if the PCard was used to incur the expense, the original itemized receipt should be filed with the PCard log and a copy of the receipt should be attached to the Exhibit J.
5. Lodging expense is reimbursable only for authorized travel on official university business outside a radius of 50 miles from the traveler’s personal residence and regular duty post.
6. Reimbursement for lodging in destinations within the continental U.S. is at the lesser of the actual daily room charge paid or the maximum reimbursement rate for the type of expense and

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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Lodging	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 04/24/2017

<p>destination as listed in the State of Arizona Travel Policy Supplement I.</p> <p>7. Reimbursement for lodging in destinations outside the continental U.S. including Alaska and Hawaii is the lesser of the daily room charge paid or the maximum reimbursement rate per the Department of Defense international rates.</p> <p>8. To be eligible for reimbursement, lodging must be at a commercial establishment and the individual is required to request the lowest available rate (e.g., the government, commercial, or corporate rate).</p> <p>9. Processing fees from an online booking tool are an allowable expense when documented on an original receipt or itinerary as an extra fee.</p> <p>10. While such things as maid service tips and baggage storage at hotels are reimbursable, they are incidentals and, as such, are paid from the daily meals and incidentals reimbursement limits (thus reducing the amount available for meals).</p> <p>11. Reimbursement of cancellation and late fees is discouraged. However, they are reimbursable at the discretion of department leadership in unusual circumstances provided that the business purpose is documented and attached to the reimbursement claim form. They should not be reimbursed when the fee is incurred for personal purposes and are considered avoidable.</p>	4/24/17
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COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 535-02
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Lodging	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on lodging expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[NAU Telecommunications](#)

[Exhibit J form](#)

[State of Arizona Travel Policy Supplement I](#)


POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 535-02: Telephone and Communication Expenses

1. Business-related communications charges, including those incurred at a hotel business center are reimbursable if documented by original receipts or are included in the itemized lodging receipt. Examples of business-related communication charges include phone calls, internet fees and faxes.
2. Business-related calls should be noted as such on hotel receipt.
3. Personal phone calls are not reimbursable.
4. University calling cards are available through Telecommunications at x31511. No other phone cards are allowed.

COMPTROLLER TRAVEL POLICY MANUAL

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	Origination date: 01/01/2000
Subject: Lodging	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on lodging expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[NAU Telecommunications](#)

[Exhibit J form](#)

[State of Arizona Travel Policy Supplement I](#)


POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 535-03: Designated Lodging for an Event

1. Reimbursement for lodging at the hotel at which the event is held may be made at a rate higher than the maximum for the destination without an exception to policy provided the hotel rate and establishment name is published in the supporting documentation and is the least expensive single room rate available.
2. If the Reimbursement for lodging in the immediate vicinity of the event hotel may be made at a rate higher than the maximum for the destination without an exception to policy provided that the alternate accommodation rate (plus additional fees, transportation, etc.) does not exceed the least expensive conference hotel single room rate published in the supporting documentation, and is the least expensive single room rate available for the alternate accommodation.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 535-04
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Lodging	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on lodging expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[NAU Telecommunications](#)

[Exhibit J form](#)

[State of Arizona Travel Policy Supplement I](#)


POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 535-04: Shared Lodging

1. Shared lodging with another traveler on NAU business– Reimbursement per person will not exceed the amount allowable per person of the actual cost of a single occupant room plus taxes and all mandatory service charges (parking, resort fees, etc.) that are charged by the facility and not required by law.
2. Shared lodging with a traveler NOT on NAU business– When lodging is shared with an individual not on NAU business (such as a spouse), reimbursement shall not exceed the actual cost of a single occupant room plus taxes and all mandatory service charges (parking, resort fees, etc.) that are charged by the facility and not required by law.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 535-05
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	Origination date: 01/01/2000
Subject: Lodging	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on lodging expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[NAU Telecommunications](#)

[Exhibit J form](#)

[State of Arizona Travel Policy Supplement I](#)

POLICY


Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 535-05: Shared Lodging Computations

Below are three methods for requesting reimbursement when lodging is shared with a NAU traveler:

1. Each traveler obtains a separate original lodging receipt for each traveler's portion of the lodging cost. The total of the two (or more) lodging receipts cannot exceed the total lodging cost. When a room is to be shared, the travelers may request separate receipts when they register or check-in.
2. If the establishment cannot issue separate original lodging receipts to each traveler, one traveler may submit the original lodging receipt and the other traveler(s) may submit photocopies. However, each receipt (original and photocopies) must be marked "Shared Lodging" and must include the names of all travelers sharing the room. Photocopies must be signed by the traveler and his supervisor. No photocopies will be accepted without these original signatures.
3. If the establishment cannot issue separate original lodging receipts, one traveler may submit the original receipt for the total lodging cost. The lodging receipt must indicate the names of all university travelers who shared the room.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-01
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	Origination date: 01/01/2000
Subject: Meals	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 6/1/17

PURPOSE

To provide policy on meal expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[State of Arizona Travel Policy Supplement I](#)


POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 540-01: General Requirements for Meal and Incidental Expenses Reimbursement

- | | |
|---|----------|
| 1. To be in travel status, a traveler must be more than fifty (50) miles from both the traveler’s residence and his regular duty post. | |
| 2. Reimbursement for meals to destinations within the continental U.S. may not exceed the maximum reimbursement rate for the type of expense and destination as listed in the State of Arizona Travel Policy Supplement I. | |
| 3. Reimbursement for meals to destinations outside the continental U.S. including Alaska and Hawaii may not exceed the Department of Defense international rates. To determine the reimbursement limitations on meals and incidentals in Alaska, Hawaii and out-of-country locations, add the DoD Local Meal Rate (not the Proportional Meal Rate) to the Local Incidental Rate and subtract ten dollars (\$10) from that sum | 7/1/17 |
| 4. The M&IE reimbursement rate includes the actual cost of the meal, tax, tip, and incidental expenses. | |
| 5. If suitable meals <u>cannot</u> be obtained within a reasonable walking distance of lodging or temporary duty post then the meal reimbursement rate includes the cost of the meal, tax, tip and the cost of transportation between places of lodging or business and places where meals are acquired or consumed. | 12/20/16 |
| 6. Meals that are reimbursed to a traveler when the travel does not involve an overnight stay or a | 12/20/16 |


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-01
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Subject: Meals	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 6/1/17

substantial period of sleep or rest are taxable income to the traveler.

7. There are three specific M&IE reimbursement rates that include breakfast, lunch and dinner that are established as the maximum for each type of meal and are outlined in the State of Arizona Travel Policy Supplement I.
8. Although they normally do so, the amounts allowed for M&IE are not necessarily intended to cover the entire cost of a meal taken while in travel status. The amounts are more than sufficient to compensate the traveler for the estimated difference between the cost of a meal taken on the road and the cost of a meal prepared at home.
9. If the traveler does not purchase a meal or the cost of the meal is imbedded in some other cost, the traveler is not entitled to reimbursement for that meal.
10. Meal reimbursements and the maximum meal and incidentals reimbursement rates are not per diem allowances.
11. While receipts for meals and incidentals are not required by State policy, an individual university department may choose to require that they be submitted for reimbursement or retained for audit purposes.
12. Reimbursement for the purchase of alcoholic beverages or the taxes or tips related to the purchase of alcoholic beverages is prohibited.
13. The cost of local transportation from a traveler's lodging or place of conducting business to a restaurant is to be subtracted from the applicable meal reimbursement limitation if a meal is otherwise available within one-quarter (1/4) mile of the traveler's lodging or place of conducting business.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-02
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Meals Involving Overnight Stays	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 12/20/2016

PURPOSE

To provide policy on meal expenses and reimbursements while in overnight travel status.

LINKS


[Department of Defense international rates](#)

[State of Arizona Travel Policy Supplement I](#)

POLICY


<i>Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.</i>	
TRV 540-02: Meals Involving Overnight Stays	
For travel involving overnight stays, the following policies shall apply:	
<ol style="list-style-type: none"> On the day of departure, the meal and incidental reimbursement limitation is 75% of the full date rate of the night’s destination; for days of return, the meal and incidental limitation is 75% of the full day rate for the location in which the traveler stayed the previous night. The seventy-five percent (75%) limitation on the days of departure and return applies no matter the times of departure or arrival, the length of the travel day, the number of meals purchased and consumed, or the destination or origin of the trip (including CONUS, Alaska, Hawaii and foreign countries). Reimbursements for meals on the days of departure and return are not taxable to the traveler. A traveler provided a meal on the day of departure or return at no additional cost to himself must reduce the reimbursement claimed by the amount appropriate to the meal provided. It is possible that this disqualifies the traveler from any meal reimbursement from the State. 	10/1/17
<p>Example 1: A traveler flies from Phoenix to Chicago for a two-day—Tuesday and Wednesday--conference. He leaves for the conference on Monday and returns to Phoenix on Thursday. Assuming the then in effect Full-Day meal and incidentals reimbursement limit for Chicago is \$64, on Monday, he will be entitled to be reimbursed up to 75% of Chicago’s Full-Day meal and incidental reimbursement, or \$48.00 (\$64.00 x .75 = \$48.00). On Wednesday, he will be entitled to be reimbursed up to 100% of Chicago’s Full-Day</p>	

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 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-02
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Meals Involving Overnight Stays	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 12/20/2016

<p>meal and incidental reimbursement or \$64. On Thursday, he will be entitled to up to 75% of Chicago's Full-Day meal and incidental reimbursement, or \$48.00 (\$64.00 x .75 = \$48.00). These amounts would be reduced by meals he was provided by others. So, if upon arrival in Chicago, the meeting's host bought him dinner, he would have to deduct \$35.00, the Chicago dinner reimbursement limitation (assuming the then current Chicago reimbursement were \$64.00 and the dinner amount \$35.00), from the amount he would be allowed to claim.</p> <p>5. For travel days involving overnight stays that are neither the day of departure nor the day of return a traveler may be reimbursed up to the Full-Day Meal Reimbursement Rates for the applicable date and location. The Full-Day Reimbursement Rates are limits for actual meal expenses incurred, not a fixed per diem or allowance amount.</p> <p>6. A reimbursement of actual expenses up to the applicable Full-Day Reimbursement Rate may be claimed, no matter the meal or meals upon which the amounts are spent.</p> <p>Example: The Full-Day Reimbursement Rate for a given location is \$59. The traveler qualifies for an entire day's reimbursement, up to \$59, whether that amount was spent on three meals, two meals or on an expensive dinner. It must be borne in mind, however, that this is a reimbursement and the amount or amounts claimed must actually have been spent for meals by the traveler.</p> <p>7. The Full-Day Reimbursement Rate shall be reduced for any meal provided at an event or otherwise paid for by some entity other than the traveler.</p> <p>Example: A traveler attends a conference at which lunch is served without additional cost to the traveler in a location that has a Full-Day Reimbursement Rate of \$59. The amount of meal reimbursement the traveler may claim is up to \$44 (i.e., the \$59 full-day rate minus the \$15 of the full-day rate that is applicable to lunch).</p>	
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COMPTROLLER TRAVEL POLICY MANUAL

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	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Provided Meals	Effective date: 03/28/16
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 03/26/16

PURPOSE

To provide policy on meal expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[State of Arizona Travel Policy Supplement I](#)


POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 540-03: Provided Meals

- | | |
|---|---------|
| <ol style="list-style-type: none">1. The traveler is not entitled to an M&IE reimbursement for substantial meals provided at no cost or on a complimentary basis by the facility at which one is lodged, at a state institution, etc.2. The traveler is not entitled to an M&IE reimbursement for substantial meals that are included in the cost for other travel related expenses, such as an event fee or airfare, etc.3. A continental breakfast or similar repast served at a conference or other gathering or provided at a lodging establishment at no cost to the traveler constitutes a meal whether or not it contains protein and no reimbursement for breakfast will be allowed when such meals have been provided. | 3/28/16 |
|---|---------|

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-04
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Special Dietary Needs	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 12/20/2016

PURPOSE

To provide policy on meal expenses and reimbursements.

LINKS


[Department of Defense international rates](#)

[State of Arizona Travel Policy Supplement I](#)

POLICY

<i>Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.</i>	
TRV 540-04: Special Dietary Needs	
<ol style="list-style-type: none">1. Meals satisfying special dietary needs will generally be provided by airlines, events, hotels, etc. if requested by the traveler. It is the traveler’s responsibility to make, on a timely basis, the necessary arrangements for such special meals.2. If the traveler’s request for a meal satisfying a special dietary need is denied, in order to claim a reimbursement for an expenditure related to a meal that otherwise would have been provided without cost to the traveler, the traveler must provide a statement that details and certifies:<ol style="list-style-type: none">a. to whom such request was made,b. by whom such request was denied,c. the reason given for the denial, andd. the special dietary needs of the traveler that could not otherwise have been accommodated.	12/20/16

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-05
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Daily Meal Reimbursements	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 12/20/2016

PURPOSE

To provide policy on meal expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[State of Arizona Travel Policy Supplement I](#)


POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 540-05: Daily Meal Reimbursement Limits

1. An amount representing meals provided the traveler at no cost to himself reduce the otherwise available daily meal reimbursement limits. In applying this policy it is necessary to determine the amount of reduction, which is related to the time of day at the location where the meal is provided.
2. A meal provided between 12:01 a.m. and 10:00 a.m. in the location where provided is deemed to be breakfast and the amount allowed for breakfast for the day is to be deducted.
3. A meal provided between 10:01 a.m. and 2:00 p.m. in the location where provided is deemed to be lunch and the amount allowed for lunch for the day is to be deducted.
4. A meal provided between 2:01 p.m. and 12:00 midnight. in the location where provided is deemed to be dinner and the amount allowed for dinner for the day is to be deducted.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-06
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Meals	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on meal expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[State of Arizona Travel Policy Supplement I](#)

POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 540-06: Event Meals that Exceed the Maximum M&IE Reimbursement Rate

1. Reimbursements for meals during an event in excess of the maximum individual M&IE reimbursement rate may be allowed when:
 - a. The charge for the meal is not included in the event fees – **AND** –
 - b. The meal features a speaker, formal panel discussion or other activity integral to the purpose of the event.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-07
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2017
Subject: Single Day and Extended Day Meal Reimbursements	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/01/2017

PURPOSE

To provide policy on meal expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[State of Arizona Travel Policy Supplement I](#)

POLICY


Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 540-07: Single Day and Extended Day Meal Reimbursements

Policy for travel not involving an overnight stay.

1. The amount of the reimbursement for that meal is limited to the Single Day Meal Reimbursement limit or the Extended Day Meal Reimbursement limit.
2. To be in travel status, a traveler must be more than fifty (50) miles from both the traveler’s residence and his regular duty post.
3. The amounts of the Single Day Meal Reimbursement limit and the Extended Day Meal Reimbursement limit are identified in the Current Meals and Lodging Cost Index on the Comptroller’s Travel page.
4. The Single Day Meal Reimbursement limit and the Extended Day Meal reimbursement limit applies no matter the travel destination, whether in or out of state, as long as the travel does not involve an overnight stay. No matter the time of day meals may be purchased or consumed.
5. The Single Day Meal Reimbursement limit applies when the traveler has been in travel status six (6) or more but fewer than twelve (12) consecutive hours.
6. The Extended Day Meal Reimbursement limit applies when the traveler has been in travel status twelve (12) or more consecutive hours.

COMPTROLLER TRAVEL POLICY MANUAL

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	Responsible office: Comptroller
	Origination date: 01/01/2017
Subject: Single Day and Extended Day Meal Reimbursements	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/01/2017

7. The Single or Extended Day Meal Reimbursement limits are reduced by any meals provided to the traveler.
8. Both Single and Extended Day meal Reimbursements represent taxable payments to the traveler and will be treated as such.
9. For travel days without overnight travel, the meal reimbursement rates for Phoenix, AZ are to be used when determining the amounts to be deducted from the Single and Extended Day Meal Reimbursement amounts.

Example: A State traveler based in Phoenix is in travel status without an overnight stay for eight (8) hours. Without adjustment, he qualifies for a Single Day Reimbursement Limit of thirteen dollars (\$13). The purpose of his trip is to represent the State at an out-of-town dinner meeting held in Tucson. Dinner is provided at the meeting. The dinner allowance for Phoenix (the location used for all travel without an overnight stay) is twenty-six dollars (\$26). The allowance for the meal provided exceeds the Single Day Reimbursement Limit, so the reimbursement that the traveler may receive is zero dollars (\$0). (Note that the reimbursement limit minus the meal provided can be reduced to, but not below, zero dollars (\$0)).

COMPTROLLER TRAVEL POLICY MANUAL

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Subject: Out-of-State Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on the additional requirements for travel on university business that is out-of-state.

LINKS

[Exhibit J form](#)

[Out-of-State Request for Multiple Representation form](#)

POLICY

TRV 545-01: General Policy

1. Out-of-state travel is to follow standard university travel policy with the exceptions and additional guidance that is outlined in this section.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 545-02
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Out-of-State Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2014

PURPOSE

To provide policy on the additional requirements for travel on university business that is out-of-state.

LINKS

[Exhibit J form](#)

[Out-of-State Request for Multiple Representation form](#)

POLICY

TRV 545-02: Trip Approval

1. An employee must obtain prior approval for out-of-state travel from department leadership. This approval may be verbal, electronic or written.
2. Travel to an out-of-state destination must be transacted in accordance with [TRV 525-01: Ground Transportation](#) and [TRV 530-01: Air Transportation policies](#).

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 545-03
	Section: 500 Travel
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	Origination date: 01/01/2000
Subject: Out-of-State Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on the additional requirements for travel on university business that is out-of-state.

LINKS

[Exhibit J form](#)


[Out-of-State Request for Multiple Representation form](#)

POLICY

TRV 545-03: Multiple Representations

1. Multiple representations by employees of the university at an event outside of the state are to be held to a minimum. Attendance by three or more people from a single academic or administrative unit or department must be justified in writing by marking the "Multiple Representation" exception on the Exhibit J or completing the Out-of-State Request for Multiple Representation form.
2. Research and recruiting travel is an exception to this policy and does not require any additional action.

COMPTROLLER TRAVEL POLICY MANUAL

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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Out-of-State Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on the additional requirements for travel on university business that is out-of-state.

LINKS

[Exhibit J form](#)


[Out-of-State Request for Multiple Representation form](#)

POLICY

TRV 545-04: Other Out-of-State Restrictions

1. Out-of-state restrictions are highlighted in the following policy points:
 - a. [TRV 520-05: Examples of Activities or Exceptions to Policy that Require Authorization items 2, 5, 7](#)
 - b. [TRV 525-04: Use of a Personal Motor Vehicle item 2\(a-d\)](#)
 - c. [TRV 525-06: Rental Cars item 2](#)
 - d. [TRV 565-03: Maximum Reimbursement Rates item 2](#)

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 550-01
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: International Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 06/01/2017

PURPOSE

To provide additional policy on employee travel expenses and reimbursements for international travel.

POLICY

TRV 550-01: General International Travel Policy

- | | |
|--|--------|
| <ol style="list-style-type: none">1. International travel is to follow standard university travel policy with the exceptions and additional guidance that is outlined in this section.2. A traveler may not claim reimbursement for more than three meals in any single calendar day or in any period of 24 consecutive hours.3. To determine the reimbursement limitations on meals and incidentals in Alaska, Hawaii and out-of-country locations, add the DoD Local Meal Rate (not the Proportional Meal Rate) to the Local Incidental Rate and subtract ten dollars (\$10) from that sum4. Partial day meal and incidental expense (M&IE) reimbursements are calculated by percentage of the total day's reimbursement for:<ol style="list-style-type: none">a. Breakfast 20%b. Lunch 25%c. Dinner 55%5. All travel claims will be submitted in U.S. dollars. If foreign currency conversion is required, use the actual exchange rate for each transaction, or the median or interbank exchange rate from one of the tolls below.<ol style="list-style-type: none">a. http://www.xe.com/b. http://www.oanda.com/converter/classic6. Receipts for reimbursable travel expenses must be translated into English prior to submission for claim processing. All details of the transaction must be translated including vendor name, date, amount, etc. | 7/1/17 |
|--|--------|

COMPTROLLER TRAVEL POLICY MANUAL

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	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: International Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 08/10/2009

PURPOSE


To provide additional policy on employee travel expenses and reimbursements for international travel.

POLICY

TRV 550-02: Travel to Sanctioned Countries

1. For any person traveling to a country with a trade sanction, there is no coverage if the person conducts an illegal or sanctioned activity.
2. A list of sanctioned countries and summaries concerning travel can be viewed on the [website of The Office of Foreign Assets Control](#). The OFAC website includes the following introduction:
 - a. The Office of Foreign Assets Control ("OFAC") of the U.S. Department of the Treasury administers and enforces economic and trade sanctions against targeted foreign countries, terrorism sponsoring organizations and international narcotics traffickers based on U.S. foreign policy and national security goals. OFAC acts under Presidential wartime and national emergency powers, as well as authority granted by specific legislation, to impose controls on transactions and freeze foreign assets under U.S. jurisdiction. Many of the sanctions are based on United Nations and other international mandates, are multilateral in scope, and involve close cooperation with allied governments.
3. If a person plans travel to a trade sanctioned country, there is a high likelihood that country may also have other high travel risks, political or social unrest, or war. Such countries are subject to change, and a current list is maintained by [NAU Property and Liability Insurance Services](#).

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 550-03
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	Origination date: 01/01/2000
Subject: International Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 08/10/2009

PURPOSE

To provide additional policy on employee travel expenses and reimbursements for international travel.

POLICY

TRV 550-03: Travel to War Zones

1. Any individual wishing to travel to a war zone on university business must contact Property and Liability Insurance Services to determine the current insurance coverage status for the country or countries to be visited. Justification and approval for the travel must be obtained from the individual's Dean or Vice President after review of the travel risk and insurance issues involved.
2. Current policy exclusions include:
 - a. Any loss as a result of conducting a trade sanctioned activity;
 - b. A loss as a result of war in any country with a trade sanction, and/or:
 - c. Afghanistan, Albania, Angola, Armenia, Azerbaijan, Bahrain, Burundi, Central African Republic, Cote d'Ivoire, Cuba, Eritrea, Ethiopia, Federal Republic of Yugoslavia, Georgia, Guinea-Bissau, Haiti, Iran, Iraq, Kosovo, Kyrgyz Republic, Libya, Macedonia, North Korea, Northern Ireland, Oman, Pakistan, Qatar, Rwanda, Saudi Arabia, Serbia, Sierra Leone, Somalia, Uganda, Uzbekistan, West Bank and Gaza, Yemen, Zaire.
3. A copy of the authorization, and travel document number must be submitted to Risk Management 60–90 days prior to travel. Contact Property and Liability Insurance Services for more information.

COMPTROLLER TRAVEL POLICY MANUAL

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Subject: International Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 08/10/2009

PURPOSE


To provide additional policy on employee travel expenses and reimbursements for international travel.

POLICY

TRV 550-04: Other International Restrictions

1. Items in policy of specific interest to international travel:
 - a. [Rental vehicle expense definition](#),
 - b. [TRV 515-03: Funding Sources item 3](#)
 - c. [TRV 515-07: Personal Expenses item 1\(i\)](#)
 - d. [TRV 525-03: Use of NAU Fleet Vehicles item 5](#)
 - e. [TRV 525-04: Use of a Personal Motor Vehicle item 1\(c\)](#)
 - f. [TRV 525-06: Rental Cars item 4\(c\)](#)
 - g. [TRV 530-03: Airline travel under federal grants item 1](#)
 - h. [TRV 535-01: General Lodging Policy item 7](#)
 - i. [TRV 540-01: General Requirements for a Meal and Incidental Expense Reimbursement item 3](#)
 - j. [TRV 560-02: Business and Personal Travel Combined item 4](#)

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 555-01
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Special Circumstances – Travel Advances	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 04/24/2017

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

[Academic Institutional Excuse form](#)

[NAU Purchasing Card Policy](#)

[Exhibit J form](#)

[Student Team/Group List form](#)

[Meal Money form](#)


[Travel Advance Repayment](#)

POLICY

TRV 555-01: Travel Advances

- | | |
|--|-------------------------------|
| <ol style="list-style-type: none"> 1. General Policy <ol style="list-style-type: none"> a. The use of travel cash advances is strongly discouraged. Advances shall be restricted to unusual situations and be documented on Exhibit J and approved by the travel specialist, exception to policy signer and department leadership. b. Advances are issued no more than 5 business days in advance of the departure date. Issuance before that time could be construed as a loan of state resources which is prohibited by the Arizona Constitution. c. The amount of the request is limited to the amounts that are expected to be incurred for meals. d. A travel advance may not exceed 80% of the total estimated meal expense. 2. Travelers Eligible to Receive Advances: <ol style="list-style-type: none"> a. Those who <u>do not</u> meet the definition of frequent travelers, b. Those that are in travel status for minimum of 3 consecutive days, AND c. Those who do not have a PCard; OR d. Those with other special circumstances at the discretion of the department leadership. Exception to policy must be stated on the Exhibit J document. 3. Repayment of Advances <ol style="list-style-type: none"> a. The travel advance must be deducted on the Exhibit J form. b. A Travel (Travel Advance Repayment) Reimbursement form must be completed and accompany the reimbursed funds for deposit. c. All excess advance monies must be repaid within 30 days of return date. d. If an outstanding travel advance is not repaid within 60 days, it is the university's policy to seek remuneration of travel advances through payroll deduction. | <p>4/24/17</p> <p>4/24/17</p> |
|--|-------------------------------|

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 555-02
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Special Circumstances	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2013

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

[Academic Institutional Excuse form](#)

[NAU Purchasing Card Policy](#)

[Exhibit J form](#)

[Student Team/Group List form](#)


[Meal Money form](#)

POLICY

TRV 555-02: Travel within 100 Miles of the Arizona Border

1. Travel to U.S. states within 100 miles of the border with Arizona may be deemed in-state travel at the discretion of department leadership.
2. The decision to treat a travel transaction as in-state instead of out of state may impact:
 - a. Account coding
 - b. The need to prepare a TA
 - c. Use of a personal vehicle
 - d. Maximum reimbursement rates for M&IE and lodging
3. The in-state travel rules must be applied consistently across the travel transaction.
4. Single day and extended day reimbursements should be treated as in-state travel.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 555-03
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Subject: Special Circumstances	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2014

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

[Academic Institutional Excuse form](#)

[NAU Purchasing Card Policy](#)

[Exhibit J form](#)

[Student Team/Group List form](#)

[Meal Money form](#)


POLICY

TRV 555-03: Group Travel – Non-Athletic Team

Note: Athletic team/group travel policy is specific to Intercollegiate Athletics and is not covered in this manual.

1. Travel Approvals
 - a. Department leadership will approve in advance all official group travel for university business.
 - b. A student Academic Institutional Excuse form and a Student Team/Group List form shall be on file prior to departure.
2. Group Travel Advances
 - a. Group travel advances are available for groups who expect to have reimbursable meal and lodging expenses that cannot be charged on a credit card.
 - b. The travel advance will be issued to the individual responsible for the advanced funds and associated documentation. This individual is responsible for settling the advance and ensuring that the expense is allocated to the appropriate funding source.
 - c. Group travel advances for \$100 or more are issued for 100 percent of the estimated meal and lodging expenses for students.
 - d. Group travel advances for \$100 or more are issued for 80 percent of the estimated meal and lodging expenses for employees.
 - e. The advance is issued in the form of an EFT or university check payable to the responsible traveler.
3. Repayment of Group Advances
 - a. An Exhibit J must be submitted no later than five days after returning from the trip.
 - b. Excess advance monies must be repaid within 30 days.
 - c. The travel advance must be deducted on the Exhibit J form.
 - d. An Exhibit J form must be completed for all travel expenses. The Academic Institutional Excuse and the Student Team/Group List form must be attached to the travelers' Exhibit J.
 - e. Meal and incidental expense (M&IE) allocated to accompanying travelers must be documented on the Meal Money form and attached to the Exhibit J form.
 - f. If an outstanding travel advance is not repaid within 60 days, it is the university's policy to seek remuneration of travel advances through payroll deduction.

COMPTROLLER TRAVEL POLICY MANUAL

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Subject: Special Circumstances	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2013

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

[Academic Institutional Excuse form](#)

[NAU Purchasing Card Policy](#)

[Exhibit J form](#)

[Student Team/Group List form](#)


[Meal Money form](#)

POLICY

TRV 555-04: Package or Group Discounts

1. When using websites (such as Expedia, Travelocity, Hotwire, etc.) to make travel arrangements using package deals, documentation is required for each specific item included in the package such as airfare, hotel, and rental car.
2. Documentation should be provided to substantiate the conformance with set rates as established in travel policy.
3. If such documentation cannot be obtained from the website or vendors, the traveler is responsible for comparing the package price to the separate coach airfare rates, hotel rates and vehicle rental rates and providing documentation to reflect that the package price is less expensive than fares allowed individually.
4. When the website documentation is not sufficiently detailed, a signed statement by the employee who arranged the travel (along with documentation from separate coach airfare rates, hotel rates, etc.) referencing the comparison above is to be attached to the travel claim to certify that a reasonable effort was made to procure the best price for the university.

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	Section: 500 Travel
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	Origination date: 01/01/2000
Subject: Avoiding Appearance of Personal Benefit	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE


To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-01: Extension of Travel Time to Reduce or Save Cost

1. Department leadership may authorize a traveler to extend the duration of domestic travel to reduce or save travel costs.
2. If the additional costs of lodging, car rental, and meals and incidental expenses (M&IE) (subject to the reimbursement rate caps) incurred within the vicinity of the business destination do not exceed the amount saved through the reduced airfare, the trip may be extended and the additional costs reimbursed by the university.

COMPTROLLER TRAVEL POLICY MANUAL

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	Section: 500 Travel
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	Responsible office: Comptroller
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Subject: Avoiding Appearance of Personal Benefit	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE


To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-02: Business and Personal Travel Combined

1. Department leadership may authorize a traveler to extend a business trip using vacation time.
2. The traveler will only be reimbursed for lodging expenses and M&IE for the days the traveler is doing business for the university, to include the initial travel to and from the temporary duty post.
3. If any travel costs, including transportation expenses, are increased due to personal extension, the traveler will be responsible for the difference.
4. If the travel is to a destination located outside the U.S., the cost of transportation may also need to be prorated for personal use.
5. All additional costs will be the responsibility of the traveler.

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Subject: Avoiding Appearance of Personal Benefit	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY


TRV 560-03: Lodging at a Second Residence or Friend/Relative's Home

- In the event an individual is on assignment away from his primary duty post in a location where the traveler maintains a second residence, department leadership may, for the period of the assignment, designate the second residence as the primary personal residence for the intent of NAU travel policy only.
- Lodging at Second Residence **NOT** Designated the Primary Residence or Friend/Relative's Home
 - Lodging expenses are not reimbursable.
 - M&IE may be reimbursed for the actual amount paid or the maximum reimbursement rate – whichever is lower.
 - Daily mileage between the residence and the temporary duty post is reimbursable.
 - Round trip mileage from the regular duty post to the lodging or temporary duty post is reimbursable. If the traveler begins the trip at the “normal” primary residence, commute miles must be deducted from the mileage calculation.
- Lodging at Second Residence **Designated the Primary Residence** by Department Leadership
 - Lodging expenses are not reimbursable.
 - M&IE are not reimbursable.
 - Daily mileage between the residence and the temporary duty post is not reimbursable.
 - Round trip mileage from the regular duty post to the lodging or temporary duty post is reimbursable. If the traveler begins the trip at the “normal” primary residence, commute miles must be deducted from the mileage calculation.

The following chart is a visual representation of the interpretation of the policy stated above:


	Lodged at Hotel	Lodged at Friend or Relative's Home	Lodged at Second Residence NOT Designated Primary	Lodged at Second Residence DESIGNATED Primary
Lodging Expense	Reimbursable	Not reimbursable	Not reimbursable	Not reimbursable
Meals and Incidental Expense	Reimbursable	Reimbursable	Reimbursable	Not reimbursable
<u>Mileage Expense</u>				

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Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

Temporary Lodging to the Temporary Duty Post	Reimbursable	Reimbursable	Reimbursable	Not Reimbursable
AND				
Between <u>regular duty post</u> and temporary duty post or temporary lodging	Reimbursable	Reimbursable	Reimbursable	Reimbursable
OR				
Between the <u>primary residence</u> and temporary duty post or temporary lodging	Reimbursable less commute miles	Reimbursable less commute miles	Reimbursable less commute miles	Reimbursable less commute miles

COMPTROLLER TRAVEL POLICY MANUAL

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Subject: Avoiding Appearance of Personal Benefit	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE


To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-04: Indirect or Interrupted Travel Itineraries

1. Advance department leadership approval is required when a traveler takes an indirect route or interrupts travel by a direct route.
2. Changes to a traveler's itinerary that occur after departure must be for university business and approved by department leadership in order to be eligible for reimbursement for additional expenses.
3. Any resulting additional expenses that are not pre-approved by department leadership will be the responsibility of the traveler.
4. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 560-05
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Subject: Avoiding Appearance of Personal Benefit	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE


To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-05: Optional Event Registration Fees

1. Optional registration fees such as those for recreational or social activities should not be reimbursed unless they can be tied to a specific business purpose and supported with documentation.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 560-06
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Subject: Avoiding Appearance of Personal Benefit	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-06: Travelers with Physical Disabilities

1. Department leadership may approve expenses deemed necessary to provide reasonable accommodation to an employee with a special need that is either:
 - a. Clearly visible and discernible; or
 - b. Substantiated in writing by a competent medical authority.
2. Travel expenses reimbursed for special needs travel include expenses deemed necessary to accommodate the employee, but are not limited to, the following expenses:
 - a. Transportation and expenses incurred by a family member or other attendant who must travel with the traveler to make the trip possible;
 - b. Specialized transportation to, from, and/or at the temporary duty location;
 - c. Specialized services provided by a common carrier to accommodate the special need;
 - d. Costs for handling baggage that are a direct result of the special need;
 - e. Renting and/or transporting a wheelchair;
 - f. Premium-class accommodations when necessary to accommodate the special need;
 - g. Services of an attendant, when necessary, to accommodate special needs.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 565-01
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Long Term Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on the treatment of expenses and reimbursements for travel that exceeds 30 days.

LINKS

[State of Arizona Travel Policy Supplement I](#)

POLICY

TRV 565-01: Travel Longer Than 30 Days but Less Than One Year

1. First seven days of travel – Travelers are allowed reimbursement using the regular lodging and meal and incidental expenses (M&IE) reimbursement rates for a period not to exceed seven days while arranging for long-term accommodations.
2. Actual lodging expense – Actual lodging expense is reimbursed including all related costs such as rent, electricity, gas, water, and standard telephone charge up to the maximum reimbursement rate as listed in the State of Arizona Travel Policy Supplement I. Original receipts are required for all charges requested for reimbursement. The itemized portion of the telephone bill must accompany the reimbursement claim to identify business calls if more than the monthly local service charge is to be reimbursed.
3. Reduced reimbursement rates – Travelers temporarily assigned to one in-state duty post that is in excess of 50 miles from the traveler's personal residence and regular duty post for periods of 30 days or more, are reimbursed for lodging and meal and incidental expenses at a reduced maximum reimbursement rate listed in the State of Arizona Travel Policy Supplement I.
4. Temporary visits home – If a traveler returns to the traveler's residence during travel for personal reasons, the roundtrip transportation expense between the temporary duty post and the personal residence is reimbursed if the trip is pre-planned and the traveler will be in continuous travel for 30 days or more. Meal and incidental expense is not reimbursed for meals consumed at the traveler's personal residence or within 50 miles of the personal residence.

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	Origination date: 01/01/2000
Subject: Long Term Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on the treatment of expenses and reimbursements for travel that exceeds 30 days.

LINKS

[State of Arizona Travel Policy Supplement I](#)

POLICY

TRV 565-02: Travel Longer Than One Year

1. Travel away from a personal residence or regular duty post that lasts more than one year in a single work location is considered indefinite. Any travel expenses reimbursed during that period must be treated as taxable income subject to withholding for income and employment taxes (i.e., social security, Medicare, mandatory retirement contribution, etc.).
2. An indefinite assignment that is realistically expected to last more than one year shall be considered indefinite regardless of whether it actually exceeds one year. Thus, any amounts withheld in connection with the employee's travel expense reimbursements would not be refundable if the assignment ends prematurely.
3. If a temporary assignment is realistically expected to last for one year or less, but at some later date is extended to exceed one year, then the assignment shall be treated as temporary until the date the employee's or employer's realistic expectations change. Thus, travel expense reimbursements would not be taxable for the period of the assignment that was expected to be temporary. Travel expenses reimbursed thereafter must be included in the employee's income subject to withholding.

COMPTROLLER TRAVEL POLICY MANUAL

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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Long Term Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on the treatment of expenses and reimbursements for travel that exceeds 30 days.

LINKS

[State of Arizona Travel Policy Supplement I](#)

POLICY

TRV 565-03: Maximum Reimbursement Rates

1. Reimbursement rates for in-state long-term travel are established and listed in the State of Arizona Travel Policy Supplement I.
2. Reimbursement rates for out-of-state long-term travel will be determined on a case by case basis. Please contact the Comptroller's Office for guidance.