

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>Annual Travel Certification</b>		
	File Name: Annual Travel Certification.doc	Rev: 1	Form Date: 07/1/2012

## Dear Traveler:

When you travel on official NAU business you are responsible for:

- Complying with university and departmental travel policy and procedures.
- Securing prior authorization for both absence and travel expenses when required.
- Selecting travel options that are the most economical to the University.
- Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.
- Preparing justification for exception to policies as appropriate.
- Providing all available information and documentation to the travel specialist prior to travel.
- Verifying that all travel arrangements are confirmed prior to departure.
- Paying any excess costs and any additional expenses incurred for your personal preference or convenience.
- Returning as promptly as possible to either the official duty post or personal residence when the state business is completed.
- Ensuring the Exhibit J is prepared in a timely manner and providing appropriate receipts and documentations as required.
- Ensuring the Travel Certification is submitted on a fiscal year basis.
- Registering as an Authorized Driver **prior to travel** if driving ANY vehicle on NAU business. This includes:
  - ✓ Completing an online defensive drivers training (and taking refresher training every four years).
  - ✓ Registering your driver's license in the PeopleSoft self-service module.
  - ✓ Maintaining an adequate driving record (and notifying supervisor if there is a change in status).
  - ✓ Maintaining statutorily required liability insurance (applicable to a personal vehicle seeking reimbursement or rental car used on NAU business).
  - ✓ Securing prior written approval from your Departmental Leadership to drive your personal vehicle on NAU business.

Listed below are web sites that will provide you assistance.

- Travel Policy: <http://nau.edu/Comptroller/Travel/Forms/Policies/CompleteTravelPolicy/>
- Online Travel Forms: <http://nau.edu/Comptroller/Travel/Forms/>
- State Rate Manual: [http://www.gao.az.gov/publications/SAAM/Supp\\_I\\_trvrates-012308.pdf](http://www.gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf)
- Authorized Driver Policy: [http://nau.edu/uploadedFiles/Administrative/Finance\\_and\\_Administration/Facility\\_Services/Documents/Operations/Transportation/Authorized-Driver-Policy.pdf](http://nau.edu/uploadedFiles/Administrative/Finance_and_Administration/Facility_Services/Documents/Operations/Transportation/Authorized-Driver-Policy.pdf)

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**This certification shall be completed on a fiscal year basis prior to traveling on university business. The certification serves to replace the need for separate traveler certifications prior to individual trips.**

As a traveler of Northern Arizona University, I agree to the following terms and conditions required for travel on university business

1. All travel shall be properly approved according to university travel and authorized driver policy and procedures prior to incurring travel expenses.
2. In order to receive reimbursement of travel expenses, all required travel documentation shall be submitted to the appropriate travel representative within five (5) working days of returning from travel status.
3. I understand that excess travel advances are due within 30 days of trip return date. If I fail to settle my account in full within 60 days of returning from travel status, I authorize Northern Arizona University to deduct the balance against my wages (A.R.S. §35-192.02B and CMP 420-01: Faculty and Staff Reimbursements – Accountable Plan Rules). I shall be notified in advance of any action taken against my wages. In addition, if unpaid balances due the university are outstanding at the time of my termination of employment, I authorize the university to deduct such balances from my final paycheck. If final wages are insufficient to cover my travel expenses and it becomes necessary to pursue collection of this debt through Student and Departmental Account Services, you shall be authorized to charge 18% interest (1.5% per month) on the unpaid balance and, if necessary, reasonable collection costs and/or attorney fees until my account is paid in full.

**Please check one of the following:**

**Yes, I am registered as an Authorized Driver.**

If driving a vehicle on NAU business, I certify I am a NAU registered Authorized Driver and have completed the on-line defensive driver training and registered my driver's license in PeopleSoft. I certify that I shall maintain a valid driver's license (A.R.S. § 28-3151), and that if using my personal or any other vehicle and requesting reimbursement, I shall have minimum liability insurance coverage as required by the State of Arizona (A.R.S. § 28-4131). I understand that I must notify my supervisor if and when these conditions fail to exist, and I am requested to travel on university business.

**No, I choose not to register as an Authorized Driver.**

I understand that I may not (1) drive any university vehicles, (2) receive mileage reimbursement for my personal or any other vehicle used on university business, (3) rent a vehicle to be used on university business. I understand that I am personally liable for the vehicle I am driving as well as for all other damages and injuries that I cause that may occur in the event of an accident and that the state/university will not supplement my personal vehicle insurance.

Name: \_\_\_\_\_ Empl ID # \_\_\_\_\_ Drivers License #: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this employee has read and understands their travel responsibilities and will comply with all State, University, Departmental, and Authorized Driver policies and procedures. I further certify that prior to travel I will authorize in writing via email that the trip is necessary and appropriate for the job duties in his/her conduct of official Arizona state business. Furthermore, if this employee's driving status changes a new travel certification will be submitted.