

*MIE Policies - TRVL 540-01 through TRVL 540-07

NORTHERN ARIZONA UNIVERSITY
TRAVEL EXPENSE SUMMARY

Exhibit J
 Revised 12/11/2019

Attach	Documentation
X	Written travel authorization from traveler's direct supervisor
	Airline Itinerary/Receipt
	Ticket #
X	Event Brochure indicating location, accommodations, dates, meals provided
X	Registration confirmation
X	Conference / Meeting agenda
	Travel log
	Rental car agreement and receipt
	Shuttle, taxi, or ride share (Uber, Lyft, etc.) receipts
	Google Maps printout of departure and arrive address
	Commute miles deducted
X	Copy of travel expense receipts paid by NAU Purchasing Card
	Blanket Letter of Exception attached OR Blanket Letter on file
	Supporting Documentation for exceptions

Personal Vehicle				
Odometer	Map	Total	Miles X	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
		0	0.00	
Enter Commute Miles Here ->			0.00	

Totals 0 \$0.00

Civilian Time	Military Time
(12:00 AM)	0000 hrs
3:00 AM	0300 hrs
4:00 AM	0400 hrs
5:00 AM	0500 hrs
6:00 AM	0600 hrs
7:00 AM	0700 hrs
8:00 AM	0800 hrs
9:00 AM	0900 hrs
10:00 AM	1000 hrs
11:00 AM	1100 hrs
12:00 PM	1200 hrs
1:00 PM	1300 hrs
2:00 PM	1400 hrs
3:00 PM	1500 hrs
4:00 PM	1600 hrs
5:00 PM	1700 hrs
6:00 PM	1800 hrs
7:00 PM	1900 hrs
8:00 PM	2000 hrs
9:00 PM	2100 hrs
10:00 PM	2200 hrs
11:00 PM	2300 hrs

ADDITIONAL DETAILS:

Use this space for additional justification, notes, or descriptions as necessary. Include disclosure of any third party payments or reimbursements.

Lodging:

(2) nights at the Spring Hill Suites in Downtown Phoenix. Paid on Kate Florman's Pcard.
 Conference hotel room block was full. The Spring Hill Suites was on the Conference's list of over-flow hotels (see attached).
 TOTAL: \$401.93

Meals:

No meals were provided by the conference. The hotel provided a very nice breakfast both mornings.
 Claimed (2) lunches & (2) dinners.
 TOTAL: \$65.87

Transporation:

Used department fleet vehicle & university provided gas card.
 Parking at hotel - \$6/day, traveler paid cash out-of-pocket.
 TOTAL: \$12.00

Registration:

Conference registration for (2) days, paid on Kate Florman's Pcard.
 TOTAL: \$650.00

NOTE:

There was an accident at the Camp Verde exit on I-17 northbound on traveler's return trip home, and the freeway was closed for two hours.
 Traveler was unable to exit the freeway to take an alternate route home, which is why the total return trip took (3) hours. Traveler's supervisor was text messaged and notified of the delay.
 No additional expenses were incurred.