NORTHERN ARIZONA UNIVERSITY TRAVEL EXPENSE SUMMARY

Exhibit J

TA # Expense Report #

Cash Advance #

Prepared By: Kate Florman	Date: 4/2/2019	Traveler:	Maria Saurer		Emplid #:	1074157	State Vehicle	Х
Entered By:	Date:	Speedchart:	5470005F25	Project:	Phone:	928-523-6903	Rental Vehicle	
Purpose of Travel/Description:	Shared Services in Higher Ed Confer	ence Destination:	Phoenix, Arizona		County:	Maricopa	Personal Vehicle	
Traveler's Home Address:	1245 S. Birch Street, Flagstaff, AZ	Traveler Duty Post:	Flagstaff Mountain Campus	Comments:			ATC Completed?	Х

												Pay	Codes:			
			TRAVE	L EXPENSE SUMMARY									R - Requ	isition	T - T	hird Party
							M&IE		Taxable N		Pers. Vehicle See Back	ay Code	Lodging	ay Code	Gas/ Other	Transp.
Date	Address Departed From	Time		Address Arrived At	Time	В	L	D	Single D E	xt. Day	Miles X.445			Pay		n n
4/18/2020	NAU Union - 1050 S Knoles Dr, Flagstaff, AZ 86011	16:00	Spring Hill Suites	802 E Van Buren St., Phoenix, AZ 85006	18:30			19.89			0.00	С	401.93	С	650.00	
											0.00				12.00	
4/19/2020	SpringHill Suites Downtown Phoenix	7:45		ion Center - 100 N 3rd St, Phx, AZ 85004	8:00	Provided					0.00					
4/19/2020	Phoenix Convention Center	11:45		's Greenhouse Grill, 139 E. Adams St.	12:00		12.53				0.00					
4/19/2020	Lunch - Steve's Green House Grill	13:00	·	hoenix Convention Center	13:15						0.00					
4/19/2020	Phoenix Convention Center	18:30	S	pringHill Suites Downtown	18:45			25.18			0.00					
											0.00					
4/20/2020	SpringHill Suites Downtown Phoenix	7:45	P	hoenix Convention Center	8:00	Provided					0.00					
4/20/2020	Phoenix Convention Center	14:00	Starbucks - 1620 V	V Highway 2016 #A, Camp Verde, AZ 86322	15:30		8.27				0.00					
4/20/2020	Starbucks, Camp Verde	16:00		NAU Union, Flagstaff	19:00						0.00					
											0.00					
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								Le	ss Commute I	Mileage	0.00					
· ·		, i	•		TOTAL:\$		20.80	45.07	0.00	0.00	0.00		401.93		662.00	0.0
TRAVELER C	ERTIFICATION				Mea	l Total		65.87				1	rip Total			1,129.8
certify that the	e items of expense in this claim were incurred for autho	rized official	state			Adjustment										
ousiness and t	hat they are correct and proper charges. If this travel of	laim involves	travel by		Total w/	Adjustment						1	- Less Pai	d via Th	ird Party	0.
vehicle, I certif	y that I am an Authorized Driver, have a valid Arizona's	driver's licer	nse, and if a													
personal vehic	le was used, I certify that the vehicle has liability insura	nce coverage	e. I further	Third Party	:							1	NAU Total			1,129.
certify any third	d party payments or reimbursements are disclosed on t	his form. IF I	AM		*Include	additional o	disclosure	details or	Summary*			L	ess Paid A	dvances	3	
OVERPAID or	fail to settle my account in full, I authorize NAU to dedu	uct the baland	ce against my	Advances	:				_			F	R - Less Pai	d via Re	eq	0.
wages (ARS 3	5-192.02B). I UNDERSTAND THAT FILING A FALSE	CLAIM IS A	FELONY.	Requisition								- (C - Less Pai	d via Pu	irch Card	1,051.
				NAU P-Card		K. Florma	an-1234: L	odging & C	onference Re	egistratio	n					,
												_ [Due to/(fror	n) trave	ler	77.
													•		Adjustme	ent
										Sec	e details on	Sumn	arv	Total	w/Adiustme	

Date:

SUPERVISOR CERTIFICATION

Traveler Signature:

I certify that this trip was authorized by me in writing via email and that the trip was necessary and appropriate for this employee's job duties in his/her conduct of official Arizona state business. I further certify that, to the best of my knowledge, the items of expense in this claim are correct and proper charges.

Supervisor Signature: Date:

Exceptions	tο	Policy

Lodging:	
Transportation:	
Cash Advance:	
Multiple Rep (pg. 3)	
Other (specify)	
	*

continue any additional details on Summary

Exception to Policy Signature:

I certify that all exceptions to the travel policy are appropriate, reasonable, and appear to be for a valid university purpose and that all supporting documentation is attached with this claim.

75% of Full Day Rates

	M&IE Rates						
В	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	
L	\$12.00	\$12.00	\$13.00	\$14.00	\$16.00	\$17.00	
D	\$24.00	\$24.00	\$27.00	\$30.00	\$32.00	\$35.00	
	\$45.00	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	
	\$33.75	CO450	\$38.25	\$42.00	\$45.75	\$49.50	

Date:

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

Exhibit J Revised 12/11/2019

Attach	Documentation								
Χ	Written travel authorization from traveler's direct supervisor								
	Airline Itinerary/Receipt								
	Ticket #								
X	Event Brochure indicating location, accomodations, dates, meals provided								
Х	Registration confirmation								
Х	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								
Χ	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	Мар	Total	Miles X				
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nter Commute Miles Here ->	>		0.00				

Totals 0 \$0.00

Military Time Civilian 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.