Completing the Travel Exhibit J

NORTHERN ARIZONA U	JNIVERSITY		Exhibit J		TA#		Expens	e Report#		Page 1
TRAVEL EXPENSE SUI	MMARY				Cash Adv	ance #				_
Prepared By: Kate Florman	Date:	4/2/2019	Traveler:	Maria Saurer		Emplid #	1074157		State Vehicle	X
Entered By:	Date:		Speedchart:	5470005F25	Project:	Phone:	928-523-6903		Rental Vehicle	
Purpose of Travel/Description:	Shared Services in High	her Ed Conference	Destination:	Phoenix, Arizona		County:	Maricopa		Personal Vehicle	
Traveler's Home Address:	1245 S. Birch Street, F	lagstaff, AZ	Traveler Duty Post:	Flagstaff Mountain Campus	Comments:				ATC Completed?	X

Please reference the *Travel Booking Guide* for specific policy information.

PAGE 1:

- I. **Exhibit J Header:** The sections highlighted in *green* must be completed for every Exhibit J that is submitted:
 - Prepared By = who completed the Exhibit J
 - Date = when the Exhibit J was completed
 - **Traveler** = who went on the trip?
 - Emplid # = the traveler's Employee ID number
 - Speedchart* = the speedchart funding the travel, example: 5470005F25
 - Project* = the grant account funding the travel (as applicable), example: G1000234
 - **Phone** = the traveler's work phone number
 - Purpose of Travel/Description = what was this travel for?
 - o Conferences: Conference Name; Location (ex. NODA Conference; Pomona, CA)
 - o Recruitment trips (high school visits, college fairs, etc.): Recruitment; Location (ex. Recruitment; Tucson, AZ)
 - o Please be consistent in how you describe your travel purpose from trip to trip.
 - **Destination** = the city/cities the traveler will be visiting and state, example: *Phoenix, AZ*
 - County = the county/counties the traveler will be visiting, example: Maricopa
 - Traveler's Home Address = the physical street address of the traveler
 - Traveler Duty Post = what campus or location is the traveler's office located, example: Flagstaff Mountain Campus
 - State Vehicle, Rental Vehicle, Personal Vehicle = Place an "X" to note which type of vehicle the traveler used, if traveler drove while in business travel status.
 - ATC Completed? = Place an "X" to note traveler has completed the Annual Travel Certification (ATC). Must be renewed every fiscal year and completed prior to traveling, or traveler is not eligible for reimbursement.
 - The sections highlighted in **blue** (Comments) are not required but can be helpful when processing an Exhibit J.

^{*}NOTE: The Speedchart and/or Project will be the speedchart information for the department/program that is *funding* the travel. It may be different than the traveler's actual department.

										Pay Codes: C - NAU Purchasin			g Card			
	EL EXPENSE SUMMARY							R - Requisition		T - Third		Party				
Date	Address Departed From	Time		Address Arrived At	Time	В	M&IE	D	Taxable M&IE Single D Ext. Day	Pers. Vehicle See Back	Pay Code		Pay Code		ay Code	Transp.
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	Single D Lxt. Day	0.00	C	401.93	_	650.00	_	
1710/2020	TWO OTHER TOOK O TRICKS DI, Flagstan, 72 00011	10.00	Spring tim Suites, 602 E van Buren St., Fridenix, AZ 65006		10.00			10.00		0.00		101.00	_	12.00		
4/19/2020	SpringHill Suites Downtown Phoenix	7:45	Phoenix Convent	tion Center - 100 N 3rd St. Phx. AZ 85004	8:00	Provided				0.00	\Box					
4/19/2020	Phoenix Convention Center	11:45	Lunch - Steve's Greenhouse Grill, 139 E. Adams St.		12:00		12.53			0.00						
4/19/2020	Lunch - Steve's Green House Grill	13:00	Р	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						
										0.00						
										0.00						
					TOTAL 6	0.00	00.00		ss Commute Mileage			404.00		000.00	-	0.00
TDAYELED C	PERTIFICATION				TOTAL:\$		20.80	45.07 65.87	0.00 0.00	0.00	Щ	401.93 Trip Total		662.00	+	0.00 1,129.80
TRAVELER CERTIFICATION				Meal Total 65.87 Adjustment					Inp Total					1,129.80		
I certify that the items of expense in this claim were incurred for authorized official state business and that they are correct and proper charges. If this travel claim involves travel by					Total w/Adjustment					T - Less Paid via Third Party					0.00	
	y that I am an Authorized Driver, have a valid Arizona's di				I Otal Will	Hujustificit			J			1 - LC33 1 al	u via i	Till u T alty		0.00
	cle was used, I certify that the vehicle has liability insurance			Third Party:								NAU Total				1,129.80
certify any third party payments or reimbursements are disclosed on this form. IF I AM			*Include additional disclosure details on Summary*						Less Paid Advances				1,120.00			
OVERPAID or fail to settle my account in full, I authorize NAU to deduct the balance against my			Advances:							R - Less Paid via Reg					0.00	
wages (ARS 35-192.02B). I UNDERSTAND THAT FILING A FALSE CLAIM IS A FELONY.				Requisition:							C - Less Paid via Purch Card					1.051.93
	,			NAU P-Card:		K. Florma	an-1234: L	odging & C	Conference Registration	on						
												Due to/(fror	n) trav	/eler		77.87
											Adjustment					
									Se	e details on S	Sumn	nary	Total	w/Adjustme	nt	

II. Travel Expense Summary:

- Enter a *Date* for each row with a Depart/Arrival address.
- Enter the full street address of a location/destination the first time ιτ is αocumented. The location can be abbreviated on all future entries, please note above.
- When using a fleet/rental vehicle to get a meal, no matter the time of day, it must be noted on the Exhibit J.
- Meals can only be claimed for the amount actually expensed up to the actual allowable expense rate for that day.
 - o If a meal was provided (breakfast at the hotel, lunch at the event, etc.) it cannot be claimed by the traveler and must be documented on the Exhibit J as *Provided*, see above.
- Any travel related purchase made *for or during* the trip must be noted in the section on the right (lodging, gas, event registration, airfare, shuttles, parking, etc.).
- Pay Codes for any purchase made by:
 - o PCard enter the Pay Code "C"
 - o Requisition (ie. Payment Request, Purchase Order, etc.) enter "R"
 - o A Third Party (a non-NAU, non-AZ state entity) enter "T"
 - If a purchase is made on a traveler's personal credit card or with cash, no Pay Code should be entered.
- **NAU P-Card**: List all PCards used to make travel related purchases. Note each using the following convention: FirstInitial. LastName last (4) digits of the PCard # (example above). If multiple PCards were used, separate with commas.

	Exceptions to Policy	
_odging:		
Fransportation:		
Cash Advance:		
Multiple Rep (pg. 3)		
Other (specify)		
	continue any additional details on Summary	
Exception to Policy S	ignature:	Date:
certify that all except	tions to the travel policy are appropriate, reasonable, and appear to be for a	
alid university purpo	se and that all supporting documentation is attached with this claim.	

- III. **Exceptions to Policy:** Should be requested AND approved, via email, *prior to incurring an expense!!* The list of Travel Exception to Policy Signers is maintained through the Comptroller's office and can be found here; and the relevant policy and the link for the Exception to Policy Signer Authorization form can be found here.
 - Note approved Exceptions on the Exhibit J in the section titled **Exceptions to Policy**, and attach the approval email as part of the backup documentation included with the Exhibit J.

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- IV. **Documenation Check Boxes** (top left): Use the provided box as a reminder for required travel related documentation to submit with the Exhibit I.
 - Place an "X" in the Attached column for each type of document you include.
 - As a reminder, all travel related documentation emails, receipts, etc. should be included with the Exhibit J. Do not limit your attachments to only what is listed in this section.
- V. **Personal Vehicle Mileage Reimbursement** (center top): Mileage reimbursement must be pre-approved, in writing, by your direct supervisor. Your college or division may also require additional approval from your Chair/Director, AVP/Dean and/or Provost/VP <u>prior</u> to the trip no pre-approval, no reimbursement!
 - We reimburses mileage only, via Google Map. Print out from departure address to destination address required the overall mileage will be double for round-trip calculation. Include the Google Map printout as part of the backup documentation submitted with the Exhibit J.
 - Enter total round trip miles in the first box in the Map column.
 - Enter commute times to/from duty post in the box on the very bottom of same table.
 - If traveler is leaving from their home, commute miles from/to their duty post must be subtracted from the overall distance, if travel is in the same direction.

- VI. The **Additional Details** section of the Summary Page (page of the EJ) is for explaining, in detail, the charges documented on the first page of the Exhibit J.
 - This is also where the traveler will explain/justify any Exceptions to Policies and/or changes that occurred during the trip unusually long travel times, unexpected additional expenses, major changes to travel after initial trip approval, etc.

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.