REIMBURSEMENT PROCESSING SUPPORT UNIT (RPSU) NEWSLETTER

RPSU Fun Facts

- 9,040 travel cases were opened in FY2026
- 2,976 cases have been opened so far in FY2027



Gammage building on NAU's North Campus

RPSU UPDATES – OCTOBER 2026

M&IE TRV 540 Policy Updated August 2026

Meals involving an overnight stay are considered a qualified reimbursement and are not taxable to the traveler; they are calculated as follows:

- a. For days of departure, involving an overnight stay, the M&IE reimbursement is 50% of the Full-Day Rate for the overnight destination. Provided Meals will not reduce this amount.
- b. For days of return, the M&IE reimbursement is 50% of the Full-Day Rate for the location in which the traveler stayed the previous night. Provided Meals will not reduce this amount.
- c. Days in between: Allowance is 100% of the Full-Day Rate, less any Provided Meals.
- d. Single-Night Travel: A traveler may not be reimbursed for more than the Full-Day Rate in a single calendar day or twenty-four (24) consecutive hours. Example: Traveler departs at 5:00PM one day and returns the next at 4:00PM, receives (1) Full-Day Rate, less any Provided Meals.

Reminders:

Travel Case submission timelines

Our guidelines for submitting travel cases are:

- In-state travel: (10) *business days prior* to departure
- Out-of-State: (15) *business days prior* to departure
- International: (20) *business days prior* to departure

Annual Travel Certification (ATC)

- Must be completed 1 time per fiscal Year (July 1 through June 30).
- The primary department authorizing travel cannot be changed once submitted.
- **Important**: Reimbursements will not be processed until the ATC is completed.

Compliance Corner:

Mileage Reimbursement to Phoenix Airport

- If personal vehicle was not approved in the ESC travel case prior to departure a Policy & Compliance Review (PCR) is required, the traveler will be reimbursed up to $150.

Lodging (SAAM & TRV 535)

- Lodging is only allowable outside a 50-mile radius from traveler's duty post or residence.
- Only commercial lodging is allowable (no reimbursement for staying with family or friends).
- Lodging is allowable up to single-occupancy rate + taxes & mandatory fees.
- Lodging must not exceed SAAM 5095 or DoD rates.
    - Conference hotel in excess of SAAM rate is allowable.
    - Any Policy and Compliance Reviews (PCR) submitted post travel for lodging over SAAM will only be approved up to SAAM.
- Hotel folio or receipt is required as appropriate documentation.
- Lodging is to be paid on a NAU Pcard (CMP420-01)

TRAVEL CASE METRICS – FY2026

Travel Case Metrics Year to Date: July 1 - June 30

Travel Cases	FY2025		FY2026	
	Individual Travel	Group Travel	Individual Travel	Group Travel
Opened Pre-Travel	7710	979	7538	880
Opened Post-Travel	946	31	580	42
% opened post trip	*10.93%*	*3.07%*	*7.14%*	*4.56%*

TOTAL TRAVEL CASES	7.1.2024-6.30.2025		7.1.2025-6.30.2026	
Cases Opened	8656	1010	8118	922
Cases Closed	8804	1035	8130	990
% cases closed of opened	*98.32%*	*97.56%*	*99.85%*	*93.13%*

Trip Destinations	FY2025		FY2026	
CONUS	8921	*92.29%*	8402	*92.94%*
Foreign – Non-CONUS	728	*7.53%*	606	*6.70%*
Both	17	*0.18%*	32	*0.35%*

Travel Case Metrics by Quarter: July-September

Travel Cases	FY2025		FY2026	
	Individual Travel	Group Travel	Individual Travel	Group Travel
Opened Pre-Travel	1998	247	2076	179
Opened Post-Travel	307	7	193	14
% opened post trip	*13.32%*	*2.76%*	*8.51%*	*7.25%*

TOTAL TRAVEL CASES	7.1-9.30.2024		7.1-9.30.2025	
Cases Opened	2305	254	2269	193
Cases Closed	2171	187	1965	176

Trip Destinations	FY2025		FY2026	
CONUS	2426	*94.80%*	2326	*94.48%*
Foreign – Non-CONUS	132	*5.16%*	130	*5.28%*
Both	1	*0.04%*	6	*0.24%*

FREQUENTLY ASKED QUESTIONS

Q: How do I submit a Travel ticket?

Go to the Employee Service Center (ESC) and select 'Travel Support'.

Q: Where can I find more information about RPSU and travel?

A: Check out RPSU's Frequently Asked Questions (FAQ) page! https://in.nau.edu/rpsu/home/travel-faq/

Q: How can I find out what is allowable for travel?

A: There are so many resources available to our travelers and departments! The best resource is the NAU Travel Policy Library, which contains the most updated policies that RPSU follows. We also highly recommend completing Travel Policy Training, which can assist travelers in understanding the policies on a practical level.

Q: What else do I need to complete before my trip?
A: See image below!

Required Documentation by Traveler's Status

Complete the online process or upload the document to traveler's ESC case prior to trip departure.

	Individual Travel Case			Group Travel Case	
Document or Process to Complete *BEFORE* Trip Departure	**NAU Employee**	**NAU Student**	**Community Member**	**NAU Student**	**Community Member**
Annual Travel Certification (ATC) Completed 1x per fiscal year (July 1-June 30)	X	X		X	
Authorized Driver A 3-part process and can take more than a month to complete. Initiate sooner than later!	X	X		X	
Trip Itinerary Required for all traveler's no matter trip destination, duration, or purpose. Can be finalized post trip.	X	X	X	X	X
Google Map/Mileage Log Map or log required if traveler is claiming mileage driven in their personal vehicle.	X	X	X	X	X
Multiple Occupancy Lodging Form Require to be completed if traveler is staying more than 1 person to a hotel room or domicile (i.e. vacation rental).	X	X		X	
Multiple Representation Form Required if more than 2 individuals from the same NAU Department are attending the same out of state event.	X				



Additional travel resources you may find useful.

- Authorized Driver Program
- Comptroller Website – Travel Forms and Tools
- Employee Service Center – Travel Support Request
- NAU Travel Policy Website
- Travel Team Website:
    - Travel FAQ – NAU Business Travel
    - Travel Training Resource Page
    - Travel Optimization Website

CONTACT US

General Travel Inquiry
https://in.nau.edu/rpsu

NEED HELP?

- To find your department's assigned Travel Specialist or Coordinator.
- To ask a travel process question, escalate a case or situation related to travel, submit a General Travel Inquiry in the ESC.
- For assistance with the Employee Service Center (ESC), submit a service ticket and select:
    - Category: Comptroller Business Office
    - Item: Financial Administration and Technical Support.