

# Travel Liaison Meeting

Thursday, May 18<sup>th</sup>, 2023

## I. Welcome & Introductions

## II. FY23 Travel Deadlines

- June 22 – all FY23 travel reimbursement documentation must be submitted through the Employee Service Center in order to payout and post in FY23.
- Any documents submitted after June 22, will be processed but after year-end close – July 10<sup>th</sup>.

## III. Process Updates

- Policy and Compliance Review (PCR) – *show & tell*
- Travel Stipends and Cash Advances/Zelle – Student & Community Members ONLY!
  - Meals and Incidentals
  - Baggage
  - Rideshare/Taxi

## IV. Policy Updates

- New SAAM & DoD Rate schedules, effective January 9, 2023
  - Lodging default – \$98/night
  - Meals & Incidental Expense default – \$49
  - Day Trip Meals – single day: \$15, extended day: \$27
  - Mileage Rate - \$.625/mile
  - Parking Rates:
    - Phoenix - \$6.50/day
    - Tucson - \$5.00/day
    - Flagstaff – July/August 2023
      - Uncovered parking is reimbursable
      - If requesting to use rideshare, must show it costs less than the parking fee.
- NAU Enterprise Car Rental Contract
  - Contract link change
  - Make Enterprise Rental requests through Fleet Services
    - Anywhere in the continental USA, and Alaska, Hawaii
    - Department billed directly - IDT
    - CDW, multiple drivers, under 25 drivers
- PCard or PO required for designated travel expenses in FY24
  - Event Registration
  - Airfare
  - Lodging

## V. Resources

- Documentation:
  - (5) Rules of a Receipt
  - Long-Term (LT) Travel Cases
  - NAU Sponsored Travel: Community Member – Quick Reference
  - NAU Travel: Cost Comparisons – How to Run
  - NAU Travel: Missing Receipts – How to Document

- Reimbursement of Personal Purchases on PCard or Travel Expense Overpayment
- Web: *show & tell*  
Employee Service Center: <https://nau.service-now.com/hr>  
NAU Fleet Services: <https://in.nau.edu/university-transit-services/fleet-services/>  
NAU Policy Library – Travel: <https://nau.edu/university-policy-library/travel-policies/>  
RPSU Website – Travel Optimization: <https://in.nau.edu/rpsu/travel-optimization/>

**VI. Training Opportunities**

- Travel Optimization Website: *show & tell*
  - Travel Policy Training, web module live May 2023
  - Booking Travel Training, offered monthly beginning May 23<sup>rd</sup>

**VII. Your department, college, or division's RSPU Travel Support**

**VIII. How to Escalate Concerns or Questions**

- Email your college/division's assigned RPSU Assistant Manager  
[Melinda.Miller@nau.edu](mailto:Melinda.Miller@nau.edu)  
[Nicholas.Sanchez@nau.edu](mailto:Nicholas.Sanchez@nau.edu)

**IX. Questions?**