Travel Liaison Meeting

Tuesday, July 18th, 2023

I.   **Welcome & Introductions –** *Who are your Travel Team people?*

II.   **FY24 Travel Requirements**
- Annual Travel Certification (ATC)
- Authorized Driver (employees and students, only)
- Travel Case Required, *even if no reimbursement to traveler!*
    - Will be an audit finding if there are travel PCard expenses and no corresponding approved travel case in the Employee Service Center (ESC)

III.   **Policy Updates – July 1, 2023**
- Employee Travel, PCard Required Purchases
    - Event Registration
    - Airfare
    - Lodging
        - Credit Card Authorizations and Vendor Rewards Programs

IV.   **Process Updates**
- Case Submission and Travel Booking Assistance Timelines
    - **Plan Ahead!**
    - Last minute travel booking requests (less than 5 business days from trip departure), no guarantee RPSU staff will be available/able to assist in booking!
    - RPSU staff are *not* on-call and are *not* available after-hours, weekends, and holidays.
- Traveler Itinerary
    - AZ State and Federal Government Travel Policy Requirements.
    - August 2023, fields being added in ESC to capture departure/return and event information. Once live, traveler will no longer be required to submit a separate traveler itinerary!
- Group Travel Criteria - *Group Travel Roster Required!*
    - All travelers are students or community members, NOT NAU employees.
    - All travelers are traveling to the same event with the same final destination.
    - All travelers have the same reports to supervisor AND/OR the same faculty/staff member is responsible for the trip.
    - The funding source for all expenses/reimbursements are within the same college/cabinet, i.e. the case will route to only (1) local fiscal oversight approver.
    - Mark all anticipated NAU expenses, either PCard and/or reimbursements.

Please indicate needed travel arrangements and anticipated NAU expenses (check all that apply) ❓

Options
- ☐ Airfare
- ☐ Event Registration
- ☐ Fleet Vehicle
- ☐ Ground Transportation (Rental Car, Shuttle, Taxi, etc)
- ☐ Lodging
- ☐ Meal and Incidental Expense (M&IE) Reimbursement
- ☐ Parking
- ☐ Early Bird Discount
- ☐ Other

- Booking Flights in FY24
  - RPSU staff will not book connecting flights with less than 1.5 hours between connections.
  - Recommend that travelers and department staff booking travel do not book connecting flight less than 1.5 hours between connections.
- Receipt Submission
  - Need PCARD AND out-of-pocket reimbursable receipt
  - Who Paid <u>and</u> How - NAU PCard or personal payment method??
    - Note on receipt or leave detailed case notes
  - If we cant read it neither can an auditor
  - Use *5-Rules of a Receipt* resource!!
- Policy and Compliance Review (PCR) – *show & tell, Users Guide available in August*
  - Who is responsible for submitting?
  - Routing: LFO → PI (if on grant) → CMP or CPRM
  - "Traveler's preference", **not** a sufficient justification.

<u>**REMINDER: It is the LFO's, who is approving the travel case, responsibility to verify that the speedchart noted in the case has active travel account codes (760XXX) for the current fiscal year!!</u>

V. **Training Opportunities**
- <u>Travel Optimization Website:</u> *show & tell -* https://in.nau.edu/rpsu/nau-travel-training/
  - Travel Policy Training, web module live!
  - Booking Travel Training, offered monthly

VI. **How to Escalate Concerns or Questions**
- Email your college/division's assigned RPSU Assistant Manager
  Melinda.Miller@nau.edu
  Nicholas.Sanchez@nau.edu

VII. **Questions?**

Travel Resources – Web:
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/