

Travel Liaison Meeting

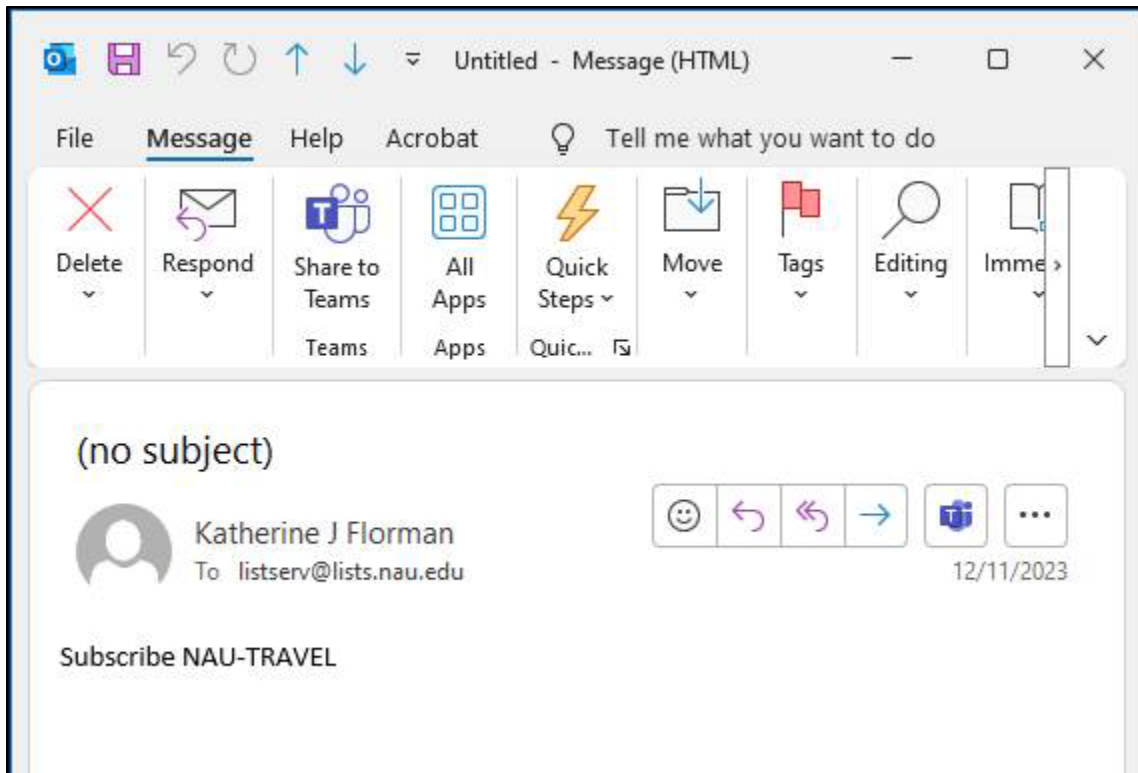
Wednesday, January 17th, 2024

I. Welcome & Introductions – RPSU Updates

- Staffing Updates:
 - Vacancies: (1) Travel Specialist, (1) Assistant Manager
 - Positions have closed and working through the interview process.

II. Travel Liaison Listserv – How to Join!

- Draft an email:
 - To: listserv@lists.nau.edu
 - From: must be *your* NAU email address
 - Leave *Subject*: blank
 - Body of email: Subscribe NAU-Travel



- The listserv will be used to send communications on:
 - Process and policy updates
 - Travel Liaison Meeting Outlook invites
 - Travel Training Opportunities

III. Policy Updates & Reminders

- NEW! State of Arizona Accounting Manual (SAAM) Rates, effective 1.8.2024
<https://in.nau.edu/comptroller/travel-forms/>
 - Lodging Default: \$107.00/night *matches DOD rate*
 - Mileage: \$.655/mile *DOD is \$.67/mile*
 - Meals & Incident Expense (MIE): No change

IV. Process Updates

- Policy and Compliance Review (PCR): How-to Submit Resource, *available by end of January*
- Submitting Travel Cases for Non-NAU Travelers: Community Members:
 - The sponsoring department must submit a Travel Request on the community members behalf.
 - Be *very* specific in the case what the department is paying for/reimbursing.

- What can go on the PCard: *review [Community Member Travel Resource!](#)*
 - Airfare – *not recommended*
 - Lodging – allowed for business time only!
- **NAU Travel Policy applies to Community Members!**
- Submitting Travel Cases on Behalf of a Student or Employee:
 - The traveler has to approve their case prior to it being worked, please remind them!

V. How to Escalate Concerns or Questions

- Email RPSU Leadership:
 - Manager, Melinda.Miller@nau.edu
 - Assistant Manager, Nicholas.Sanchez@nau.edu

VI. Questions?

Travel Resources – Web:

Travel FAQ – NEW!: <https://in.nau.edu/rpsu/home/travel-faq/>

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/>

- ✓ Metrics – expansion of case counts by department, trip type, etc. in comparison to last fiscal year – *Metrics website*
- ✓ Resource Documents
- ✓ Training Opportunities - Attendee Roster, updated weekly (policy) and monthly (booking travel)
- ✓ Travel Liaison Meeting Notes

Comptroller’s Office – Travel Forms & Tools: <https://in.nau.edu/comptroller/travel-forms/>

Comptroller’s Office Corner:

- **LFO’s and Supervisors – Out of Office or Left Position:**
When supervisors or LFO’s will be out of office for an extended period of time (FML, sabbatical, vacation, etc.) or have left their position, please submit a [Financial Administration and Technical Support Services](#) request in the ESC ASAP to have ESC and PeopleSoft Financials routing updated. Don’t forget to update their HR Reports To, as needed, as well too!
- **ESC General Purchase Inquiry:**
[Contracts, Purchasing, and Risk Management](#) → [General Purchase Inquiry](#)
For questions concerning non-travel purchases, invoices, PCard expenses, etc.
- **Employee Moving Expense Reimbursement Allowance (EMERA):**
<https://in.nau.edu/comptroller/forms/>
For questions concerning the EMERA process or troubleshooting the form, please submit a request in the ESC under [Financial Administration and Technical Support Services](#), the type of inquiry will be ‘Other’.
- **Unassigned Travel Cases, Case State – Awaiting Approvals:**
Until a travel case is in Ready and assigned to a RPSU Staff member, any emails sent through the ESC or comments left in the case are not sent/viewed by anyone. If you need a case rerouted for approvals please submit a [Financial Administration and Technical Support Services](#) request in the ESC.