

UNIVERSITY TRAVEL POLICY & PROCEDURES

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COMPTROLLER TRAVEL POLICY MANUAL

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	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Travel Policy Introduction	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

TRV 500-01: Introduction	
<p>Northern Arizona University is a decentralized environment in which travel transactions are initiated, transacted and recorded at the departmental level. Authority to approve travel expenditures and associated temporary duty post is administered at the local level. These policies are intended to provide guidance on the administration of these tasks. Specific items in the policy are set forth to meet systemic and administrative deadlines.</p> <p>In a decentralized environment, many responsibilities lie at the department level. Specifics on the tasks required by those with roles in the travel process, including the department leadership, travel specialist and traveler, are outlined in TRV 510-01: Responsibilities in the Travel Process policy.</p> <p>The NAU travel policy is the guideline for all necessary and required travel to conduct the business of the university. This travel policy addresses issues related to all university travel expenses. The NAU travel policy is implemented to ensure:</p> <ol style="list-style-type: none">1. Compliance with State of Arizona Revised Statutes and Arizona Administrative code;2. Compliance with applicable sections of the U.S. Internal Revenue Code;3. Travel expenses incurred while conducting business for Northern Arizona University are necessary, appropriate and add value to the university;4. Appropriate and reasonable accommodations for the safety of all university travelers are conducive to the business needs of the university. <p>Noncompliance with NAU travel policy or the improper claim of expenses may result in disciplinary action.</p>	

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Subject: Travel Definitions	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide definition of terms in travel policy and procedure.

LINKS

- | | |
|---|--|
| Annual Travel Certification Form (ELECTRONIC) | Exhibit J Form |
| Annual Travel Certification Form (PDF) | NAU Purchasing Policies and Procedures |
| Authorized Driver Policy and Procedure | NAU Records Management |
| Justification for Exception to Policy Signer Lookup list | NAU Risk Management Services |
| Justification for Exception to Policy Signer Authorization form | |

POLICY

TRV 505-00: Travel Definitions	
<p><u>ADOA</u> – Arizona Department of Administration.</p> <p><u>Annual Travel Certification form</u> – A form signed by the traveler on a fiscal year basis prior to travel that certifies the traveler agrees to terms and conditions required for traveling on university business. A traveler driving a privately owned vehicle or rental car on university business must have current vehicle insurance and a valid driver's license and meet Authorized Driver program requirements.</p> <p><u>Authorized Driver</u> - An employee whose job position description questionnaire or similar document requires the use of a vehicle; an employee who operates a state vehicle; or an employee who operates a leased, rented or personal vehicle while on NAU Business where the state reimburses the employee for vehicle lease, rental or operational costs.</p> <p>A person (which includes administrators, faculty, staff, students, affiliates and volunteers) must meet the following requirements to become an Authorized Driver: Complete the Defensive Driving Course, Register their driver’s license in PeopleSoft, and obtain liability insurance (if using a personal vehicle or a rental car). Reimbursement for operational costs will not be provided unless a driver is registered as an Authorized Driver.</p> <p><u>Authorized travel</u> – Department leadership has pre-approved travel expenses. Authorization may be documented by pre-travel email, travel worksheet, proposal for travel, TA creation, etc.</p>	

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Baggage expenses – Includes the actual cost of sending baggage or equipment between a regular duty post and a temporary duty post, excess baggage, charges for checking and storing baggage if necessary for the business purpose of a trip, and baggage handling fees.

Collision Insurance – Collision coverage is not provided for privately owned vehicles, even when operated within the course and scope of employment and authorization.

Commuting expense – Travel between a personal residence and a regular duty post. The cost of commuting is considered a personal expense and is not reimbursable regardless of the distance between the residence and the regular duty post.

Department leadership – Dean, Director, Chair, Provost, traveler’s supervisor, or other appropriate NAU employee.

Duty post (regular) – The place an employee spends the largest portion of his regular working time or the place to which he returns on completion of a temporary assignment. An employee who has more than one place of work on a regular basis is deemed to have multiple regular duty posts. For travel purposes, the regular duty post is designated by the department leadership.

Duty post (temporary) – The place to which the employee travels from his regular duty post for a short term assignment.

Employee – Any full- or part-time or temporary individual on NAU payroll.

Event – A meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, creative work or research, foreign exchange trip, performance, workshop, lecture, forum, event, training, summit, research, travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information. *For the purposes of travel policy, all references to “event” should be taken to include the above list.*

Event, conference, convention and meeting fees – The actual cost of the event, conference, meeting, etc. registration fee. If the registration fee includes specific meals, the traveler is not required to break out the cost and list it separately. However, no separate reimbursement is allowed for the specific meal if the meal was included in the registration fee.

Event designated lodging – The hotel at which the event is being held or the hotel(s) specified in the event brochure. Accommodations at alternate hotels in the immediate vicinity of the event may be considered as event designated lodging when no vacancies exist at the recommended hotel(s). In other words, if all of the hotels listed in the event brochure are full, then the traveler may use a nearby hotel whose cost is no greater than the lowest single room rate listed on the event brochure or the allowable rate for that city.

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Justification for Exception to policy signer – An NAU employee who has been assigned by department leadership to attest to the best of his knowledge that exceptions to the travel policies are appropriate, sufficiently documented, and appear to be for a valid university purpose. These personnel, who have travel policy expertise, encourage adherence to policy and possess the authority to review and approve the justification for exception to policy when warranted.

Justification for Exception to Policy Signer Authorization form – A form used to grant and rescind authority as an exception to policy signer.

Exhibit J form – The Exhibit J is a required form that provides a detailed accounting of travel expenses and certification that the expenses incurred by the traveler are correct proper, supported, complete, and in compliance with policy and procedure.

Expense Report – A PeopleSoft financial system document created to record and reimburse employee and student expenses.

Frequent traveler – Generally defined as an employee who is in travel status on NAU business at least four (4) times per fiscal year, who incurs meals and lodging expenses, and who is expected to conduct future, repeat travel on behalf of NAU.

Group travel - Travel involving a minimum of three travelers with one employee being responsible for all expenses associated with the trip.

Incidental expense – These expenses are considered part of the reimbursement for meals and are not reimbursed separately. Incidental expenses include:

1. Travel related expenses such as laundry, dry cleaning, magazines, newspapers, personal telephone calls, and tips for food service, maid service or room service;
2. Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site. For more information, see [TRV 540-01: General Requirements for M&IE Reimbursement item 6](#).

JLBC – Joint Legislative Budget Committee

Justification for Exception to Policy – Documentation provided by the party responsible for the deviation from policy that conveys the reason why the situation occurred and the public purpose served. Documentation must be sufficient so that a uniformed reader may understand what occurred, why it occurred, and that it has a proper public purpose.

Lodging – The temporary use of a hotel room, motel room, extended stay facility, apartment, house, residence or any other temporary accommodation while traveling on behalf of NAU.

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Lodging expense – Reimbursable lodging expenses include the actual cost of a single occupant room plus mandatory charges and taxes.

Long-term subsistence – Reimbursable expenses for individuals that are temporarily assigned to a duty post which is in excess of 50 miles from his residence and regular duty post for periods greater than 30 days but less than 365 days.

Meal – Food that is consumed while in travel status.

Meal and incidentals expenses (M&IE) – The actual cost of meals and incidental costs, including gratuity, laundry, tips etc. while in travel status. The reimbursement amount is the lesser of the actual amount spent or the reimbursement rate outlined in the State of Arizona Travel Policy Supplement I.

Miscellaneous travel expense – Expenses under \$25 that are not otherwise defined as travel expenses and do not meet the definition of “other expense.” These may be reimbursed with other travel expenses.

Other expense (non-travel related) – The actual cost of expenses that are ordinary and necessary to accomplish the university business purpose of a trip. These expenses are allowable but must adhere to NAU Purchasing Policies and Procedures. Many of these expenses, including contracted good and services, can be anticipated and arrangements made prior to travel. These expenses are processed through Accounts Payable. Other expenses include the following:

1. Contracted goods or services – such as a meeting room or equipment rental. *The traveler’s hotel room, rental car and airfare contracts ARE NOT considered contracted goods or services.*
2. Items with a useable life after the trip – such as a wheeled laptop caddy.

PCard - A credit card program designed to reduce the use of petty cash funds, reduce the number of requests for travel advances, improve the small dollar traditional purchasing process, and eliminate the need to use personal funds.

Personal aircraft expense – The standard mileage rate plus the actual landing and parking fees except at the location where the aircraft is normally based.

Personal residence – The actual dwelling place of an individual without regard to any other legal or mailing address. An individual required to reside away from their primary residence due to official travel away from their duty post may continue to claim such domicile as their residence if it is either inhabited by their dependents or is held vacant and at tangible expense.

Personal vehicle expense – The standard rate for mileage calculated per [TRV 525-05: Mileage policy](#), or the reimbursement of actual gasoline expenses (whichever is lower), plus the actual cost of tolls and parking while in travel status.

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Prepaid fuel option - The pre-purchase of a tank of gas at the time of the vehicle rental that allows the traveler to return the rental vehicle without having to refill the tank.

Receipt – The original itemized document showing actual expense(s) incurred and illustrates proof of payment such as a zero balance or is marked as paid.

Records retention – All documentation related to official university travel must be maintained for audit and examination by the public for a period of not less than five years, or for a current litigation or audit, whichever is longer. Documentation to retain would include travel requests, travel claims and supporting documentation. Refer to [NAU Records Management](#) for additional information.

Rental vehicle expense – The actual cost of the vehicle rental, gasoline (excluding pre-paid fuel option), oil, tolls and parking while in travel status. Collision damage waiver (CDW) is an allowable expense. Vehicle liability insurance and optional upgrades purchased by the traveler for vehicle rental within the U.S. are not considered rental vehicle expenses and will not be reimbursed. Vehicle insurance purchased at the direction of Property and Liability Insurance Services for vehicles rented outside of the U.S. is considered a legitimate rental vehicle expense and will be reimbursed.

Special need - A physical disability or physical characteristic that may include weight or height.

State travel policy – Those sections of the following publications dealing with matters of travel and lodging: the Arizona Revised Statutes, the Arizona Administrative Code, the Arizona Accounting Manual, and Technical Bulletins issued by the General Accounting Office of the Arizona Department of Administration.

Taxi, commuter bus, and airport limousine expense - The actual reasonable cost of fares for these and other types of transportation taken by the traveler between: 1) The traveler’s home and airport or station, 2) The airport or station and the traveler’s temporary lodging, 3) The traveler’s temporary lodging and the location of the temporary duty post, and 4) The lodging or temporary post to a location for meals, if meals are not available within a reasonable walking distance of the lodging facility or duty post.

Telecommuter – An individual with one or more regular duty posts, one of which generally includes his home. This flexible work schedule option allows an employee to perform work from home with the assistance of electronic communication and is approved by department leadership.

Telephone and communications expense – The actual cost of business calls while on a business trip that includes business communication charges for faxes and copies when documented by original receipts. Also includes internet connection expenses if necessary for NAU business.

Third party payment – Funds received by a NAU employee from a non-NAU entity to cover travel costs in part or whole. These may include an honorarium, stipend, travel support payment, etc.

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Transportation expense - The actual cost of transportation by airplane, train, bus, car, etc. between a traveler’s residence and temporary duty post, or between temporary duty posts.

Travel authorization (TA) – A PeopleSoft financial system document created prior to the trip. This document is required with a cash advance request and optional without a cash advance request.

Travel expense – May include any of the following. See individual expense item for definition.

1. Baggage expenses
2. Event, conference, convention and meeting fees
3. Lodging expenses
4. Meal and incidentals expenses
5. Miscellaneous travel expenses
6. Personal aircraft expense
7. Personal vehicle expenses
8. Rental vehicle expense
9. Taxi, commuter bus, and airport limousine expense
10. Telephone and communications expense
11. Transportation expense


Travel specialist – NAU employee assigned to process travel that is responsible for understanding travel policy and guidelines and ensuring compliance by the traveler.

Travel status – For purposes of determining travel status, the traveler must be on authorized official university business. Travel begins when the traveler leaves the personal residence or duty post, whichever occurs last, and ends when the traveler returns to the personal residence or duty post, whichever occurs first. To be eligible for lodging and meal expenses, the traveler must travel overnight outside a radius of 50 miles from the traveler’s personal residence and duty post.

Traveler – Any NAU employee, NAU student, or NAU graduate student who is in travel status. Non-NAU travelers are reimbursed in accordance with policy [CMP 421-02: Interviewees and Other Non-Employees](#). Reimbursement of moving expenses is to be transacted in accordance with policy [CMP 420-03: Relocation Expenses](#).

University business – Travel that provides a benefit to Northern Arizona University and serves a public purpose. It should be within the scope of the individual’s job duties and does not present a conflict of interest. It is the responsibility of the department leadership to determine if travel qualifies as university business.

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Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on the responsibilities of those involved in travel transactions.

LINKS


- [Annual Travel Certification Form \(ELECTRONIC\)](#) [Justification for Exception to Policy Signer Authorization Form](#)
- [Annual Travel Certification Form \(PDF\)](#) [Exhibit J Form](#)
- [Authorized Driver Policy and Procedure](#) [Travel Budget Worksheet](#)
- [Justification for Exception to Policy Signer Lookup List](#)

POLICY

TRV 510-01: Department Leadership


- The department leadership has the responsibility to:
1. Ensure compliance with university and departmental travel policy and procedures. Report concerns to the Comptroller’s Office.
 2. As department needs dictate, create and maintain departmental travel policies. Departmental policies should be consistent with and complement university travel policies.
 3. Authorize all official employee travel for university business prior to travel planning including written/email authorization for the use of a personal vehicle while in travel status.
 4. Approve the employee’s assignment to a temporary duty post for the dates of the travel prior to the employee’s departure. This may be electronic or written.
 5. Approve the expenditure of funds for the travel prior to the beginning of travel planning.
 6. Certify on the Exhibit J that the travel is:
 - a. Authorized, necessary and appropriate for the employee’s job duties
 - b. Official university business
 - c. Expense items claimed are correct and proper

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| <ol style="list-style-type: none"> 7. Assign a travel specialist to understand the travel policy and procedures, communicate these to the travelers, and ensure compliance by the traveler. 8. Require the travel specialist to attend travel refresher training once per year. 9. Monitor frequency and appropriateness of requests for justification for exceptions to policy. Report concerns to the Comptroller’s Office. 10. Verify that the traveler is an authorized driver before allowing the traveler to drive on university business. A traveler driving a privately owned vehicle or rental car on university business must have current vehicle insurance and a valid driver's license and meet Authorized Driver program requirements. 11. Prohibit the use of a state vehicle, rental car, or privately owned vehicle for university business if the traveler does not possess a valid driver’s license. Prohibit the use of a rental car or privately owned vehicle if the traveler does not meet the Authorized Driver program requirements. 12. Deny reimbursement of specific expenditures that do not comply with policy or are not supported with proper documentation. 13. Take appropriate disciplinary action for intentional violations of the travel policy. 14. Oversee other aspects of travel, as required. 15. Responsible for signing or approving paper or electronic Annual Travel Certifications for all direct reports. | |
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COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 510-02
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Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on the responsibilities of those involved in travel transactions.


LINKS

- | | |
|--|---|
| Annual Travel Certification Form (ELECTRONIC) | Justification for Exception to Policy Signer Authorization Form |
| Annual Travel Certification Form (PDF) | Exhibit J Form |
| Authorized Driver Policy and Procedure | Travel Budget Worksheet |
| Justification for Exception to Policy Signer Lookup list | |

POLICY


TRV 510-02: Travel Specialist	
<p>The travel specialist has the responsibility to:</p> <ol style="list-style-type: none"> Maintain current university and departmental travel policy and procedure expertise. Attend travel policy refresher training once per year. Communicate university travel policies and, as department needs dictate, departmental travel policies to unit personnel. Ensure compliance with university and departmental travel policy and procedures. Report concerns to department leadership or the Comptroller’s Office. Require all travelers to complete an Annual Travel Certification form on a fiscal year basis. A traveler driving a privately owned vehicle or rental car on university business must have current vehicle insurance and a valid driver's license and meet Authorized Driver program requirements. Ensure that Justification for Exception to Policy Signer forms are submitted to the Comptroller’s Office at the beginning of each fiscal year. Ensure changes to the Justification for Exception to Policy Signers list throughout the year are implemented. 	

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<ol style="list-style-type: none"> 8. Certify on the Exhibit J that: <ol style="list-style-type: none"> a. The travel claim has been reviewed b. Amounts have been matched to supporting documentation c. Adequate documentation to support the travel claim is attached to the Exhibit J d. The claim is prepared in compliance with university travel policy. 9. Prepare justifications for exception to policies as appropriate. 10. Ensure an Exhibit J is completed and signed prior to processing reimbursement for each trip. 11. Process reimbursement to travelers for authorized and eligible travel expenses when on official university business. 12. Notify the department leadership and the Comptroller’s Office if the traveler fails to settle his account in full so that the balance may be deducted from the traveler’s wages. The Comptroller’s Office should be notified even if the traveler is no longer employed by NAU. 13. Maintain supporting documentation for travel expenditures for internal, grantor, state, or federal audits for not less than five years. 14. Monitor frequency and appropriateness of requests for justification for exceptions to policy. Report concerns to department leadership or the Comptroller’s Office. 15. Deny reimbursement of specific expenditures that do not comply with policy or are not supported with proper documentation. 	
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PURPOSE

To provide policy on the responsibilities of those involved in travel transactions.


LINKS

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| Annual Travel Certification Form (ELECTRONIC) | Justification for Exception to Policy Signer Authorization Form |
| Annual Travel Certification Form (PDF) | Exhibit J Form |
| Authorized Driver Policy and Procedure | Travel Budget Worksheet |
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POLICY


TRV 510-03: Justification for Exception to Policy Signer	
<p>The justification for exception to policy signer has the responsibility to:</p> <ol style="list-style-type: none"> 1. Maintain current university and departmental travel policy and procedure expertise. 2. Sign the Justification for Exception to Policy Signer Authorization form at the beginning of each fiscal year that certifies travel policy expertise. 3. Encourage compliance with university and departmental travel policy and procedures. Report concerns to department leadership or the Comptroller’s Office. 4. Possess the authority to review and approve justification for exception to policy when warranted. 5. Possess the authority to review and deny justification for exception to policy when warranted. 6. Require written justifications for exception to policies as appropriate. 7. Approve justification for exceptions to policy by signing the Exhibit J and certifying: <ol style="list-style-type: none"> a. The justification for exceptions to policy are appropriate, reasonable and appear to be for valid university purpose b. All documentation supporting the justification for exception to policy request is attached. 	

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<p>8. Deny requests for justification to exceptions to policy that are inappropriate or are not supported with proper documentation.</p> <p>9. Monitor frequency and appropriateness of justification for exceptions to policy. Report concerns to department leadership or the Comptroller’s Office.</p>	
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POLICY


TRV 510-04: Traveler	
<p>The traveler has the responsibility to:</p> <ol style="list-style-type: none"> 1. Comply with university and departmental travel policy and procedures. 2. Complete an Annual Travel Certification form on a fiscal year basis. A traveler driving a privately owned vehicle or rental car on university business must have current vehicle insurance and a valid driver’s license and meet authorized driver program requirements. 3. Resubmit the Annual Travel Certification form at any time when the traveler no longer possesses a valid driver’s license or liability insurance. 4. Register as an authorized driver and complete all associated requirement prior to driving for university business. 5. Seek pre-trip authorization and approval from department leadership to expend funds for travel. Request may be electronic or written. 6. Provide all available documentation to the travel specialist prior to travel. Provide a detailed invitation, brochure, agenda, itinerary, etc. to the travel specialist. This documentation must substantiate university business and include information regarding the beginning and ending dates, registration fees, lodging costs, included meals and program itinerary. The traveler may complete a travel worksheet to facilitate this process. 	

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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Responsibilities in the Travel Process	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

<p>7. Submit all original expense receipts and documentation to the travel specialist within 5 working days after the return from travel so that the travel claim can be processed within 30 days of the end of the trip or by the end of the fiscal year end – whichever occurs first. If travel is not processed within 30 days or by year end, a justification for exception to policy is required. See CMP 420-01: Faculty and Staff Reimbursements – Accountable Plan Rules for more information.</p> <p>8. Prepare justifications for exception to policies as appropriate.</p> <p>9. Certify on the Exhibit J that:</p> <ol style="list-style-type: none"> a. Expense items claimed on the Exhibit J were incurred for authorized official university business b. The expense claims are correct and proper c. For any trip where NAU pays all or part of the expenses, any stipend, honorarium, or other compensation to be paid to the traveler from third parties must be disclosed on the travel claim. If any of this third party compensation is designated for travel costs, that amount must be entered in the “Less Paid via Third Party” box on the Exhibit J. If ALL of the expenses are paid by a third party, an Exhibit J is not needed. d. Authority is granted to NAU to resolve unsettled travel claims e. Acknowledgment that filing a false travel claim is a felony f. If the travel is by privately owned automobile or rental vehicle, the traveler has a valid AZ driver’s license, carries liability insurance and meets the authorized driver program requirements. 	
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COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 510-05
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Responsibilities in the Travel Process	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on the responsibilities of those involved in travel transactions.


LINKS

- | | |
|--|---|
| Annual Travel Certification Form (ELECTRONIC) | Justification for Exception to Policy Signer Authorization Form |
| Annual Travel Certification Form (PDF) | Exhibit J Form |
| Authorized Driver Policy and Procedure | Travel Budget Worksheet |
| Justification for Exception to Policy Signer Lookup List | |

POLICY

TRV 510-05: Comptroller’s Office	
<p>The Comptroller’s staff has the responsibility to:</p> <ol style="list-style-type: none"> 1. Address concerns raised by departmental leadership, travel specialist, and justification for exception to policy signers, with regard to reports of policy violations including excessive exception to policy requests. 2. Travel coordinators are responsible to assist, support, facilitate and train the university community regarding travel policies, practices and requirements. They serve as a resource to travelers and travel specialists and provide counsel on travel related topics including the review for reasonableness of requests for justification for exception to policy. 3. Financial Controls Office is responsible for reviewing and analyzing travel and PCard transactions and documents for reasonableness, accuracy, appropriate documentation that supports the expense and can stand alone to provide the details of the transaction. Purchasing Card and Travel Compliance Reviews are conducted by Financial Controls for departmental units. The findings of the reviews are shared and, if necessary, corrective action identified. 	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 515-01
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 02/07/2019

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

- [Annual Travel Certification Form \(ELECTRONIC\)](#) [Exhibit J Form](#)
[Annual Travel Certification Form \(PDF\)](#)

POLICY

TRV 515-01: Reimbursement of Travel Expenses

1. Reimbursement is for actual expenses incurred.
2. Reimbursement is only made for authorized travel.
3. Reimbursement is for travel expenditures necessary for university business.
4. **Reimbursement will not be made for personal travel or travel that could be construed as a possible conflict of interest. Documentation solidifying the business purpose of the trip should be attached to the travel claim if there is any question.**
5. Whenever practicable, the P-Card should be used to make travel arrangements. Travel and lodging arrangements shall at all times be made to produce the most reasonably economical travel cost to the University. Travelers and others making travel arrangements are not to favor certain airlines or hotel chains based upon potential frequent flyer or frequent lodger awards programs.
6. Faculty and staff must have paid or incurred expenses while performing services as an employee of NAU.
7. [Per CMP 420-01](#), faculty and staff are required to properly account to NAU for the expenses within a reasonable period of time. Requests for reimbursement of travel related expenses should be within 5 days of return but no longer than 30 days after return.
8. [Per CMP 420-01](#), any excess travel advances must be repaid within 30 days of trip return date. If funds are not received within 60 days of return date, the university may pursue the funds through payroll deduction.

COMPTROLLER TRAVEL POLICY MANUAL

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	Responsible office: Comptroller
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Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 01/30/2020

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.


LINKS

- [Annual Travel Certification Form \(ELECTRONIC\)](#) [Exhibit J Form](#)
[Annual Travel Certification Form \(PDF\)](#)

POLICY

TRV 515-02: Substantiation of Travel Expenses	
<ol style="list-style-type: none"> 1. Original itemized receipts that illustrate proof of payment are required for the reimbursement of the following expenses: <ol style="list-style-type: none"> a. All airline expenses b. All lodging expenses c. All rental car expenses d. All common carrier or train expenses (includes taxis, Rideshares, Uber, Lyft etc.) e. All chartered aircraft and aircraft rental and fuel expenses f. All aircraft landing and aircraft parking fees g. All airport motor vehicle parking expenses h. All bridge and toll road expenses i. All communication expenses j. <u>Any</u> expense that was charged to the PCard requires an original receipt regardless of the dollar amount. 2. Meals do not require receipts at any time. Meals will be reimbursed for actual expenses incurred up to the maximum reimbursement rate. 3. Original itemized receipts that illustrate proof of payment should be attached to the Exhibit J. However, if the PCard was used to incur the expense, the original itemized receipt should be filed with the PCard log and a copy of the receipt should be attached to the Exhibit J. 4. Lost, duplicate or copies of receipts/bills <ol style="list-style-type: none"> a. If the original of a document required for substantiation of travel expenses is lost or destroyed, a photocopy may be submitted with the statement, "Treat as an Original". The photocopy must be signed by the traveler's supervisor and a justification to exception to policy signer. b. If the original receipt is lost and a photocopy is not available and a copy cannot be obtained 	

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<p>from the lodging establishment, then a copy of the canceled check or corporate card receipt is required showing the employee paid for the lodging. In addition to the canceled check or credit card receipt, a letter must be prepared by the supervisor in lieu of the original or photocopy of the lodging receipt. The letter must contain the name of the traveler, the dates of the travel, the name, address and telephone number of the lodging establishment, cost per night and the total cost of the lodging.</p> <p>c. The letter should also include the reason(s) why an original or photocopy of the lodging receipt is not available. This letter should also be signed by a justification for exception to policy signer.</p>	
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COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 515-03
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2013

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

- [Annual Travel Certification Form \(ELECTRONIC\)](#) [Exhibit J Form](#)
[Annual Travel Certification Form \(PDF\)](#)

POLICY

TRV 515-03: Funding Sources	
<ol style="list-style-type: none"> 1. Funding source - Employee travel is conducted and reimbursed according to university travel policy regardless of the funding source of the travel expense. 2. Limited funding - When a department has determined a traveler's reimbursement amount to be less than the allowable amount, partial reimbursement must be indicated on the Exhibit J. 3. Sponsored project accounts - Travel on sponsored project funds follows university travel policies, unless the grant terms provide additional criteria. International travel on sponsored project accounts is restricted by the terms of the contract, grant or sponsor. 4. Travel costs must be allocated in proportion to the benefit derived by each sponsor. Accordingly, researchers must provide documentation of their project-related activities to assure that costs are allocated appropriately and that unrelated activities are not charged to the sponsor. Daily activities on research trips must be documented. Copies of agendas or daily logs are acceptable documentation as are any other records that substantiate the activities for which purpose the trip was taken. This documentation may include an agenda or daily log. Other documentation that substantiates that research activities were performed and that outlines details of activities such as types of research conducted, specific places/sites visited, people researcher met with, materials or observations gathered, etc. is acceptable. For additional information see Office of Management and Budget (OMB) Circular A-21 C.4.d.(3). 	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 515-04
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 01/30/2020

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

- [Annual Travel Certification Form \(ELECTRONIC\)](#) [Exhibit J Form](#)
- [Annual Travel Certification Form \(PDF\)](#)

POLICY

TRV 515-04: Processing of Travel Expenses	
<ol style="list-style-type: none">1. A detailed invitation, brochure, agenda, itinerary, email communication with the event coordinator, etc. must be submitted to the travel specialist and attached to the Exhibit J. This documentation must substantiate university business and include information regarding the beginning and ending dates, registration fees, lodging costs, included meals and program itinerary.2. Travel authorization (TA)- a PeopleSoft financial system document created prior to the trip. This document is required with a cash advance request and optional without a cash advance request.3. In cases where all expenses are paid via the PCard and there is no employee reimbursement, a Exhibit J must be completed. It is recommended that the Exhibit J be attached to the PCard transaction log. When travel expenses have been paid via the PCard, the travel specialist and the PCard liaison must ensure that the PCard log has the correct Expense Report document reference and that the items charged on the PCard adhere to travel policy. Any discrepancies should be repaid by the traveler.4. Travel expenses paid by the traveler with personal funds must have proof of payment as required in TRV 515-02: Substantiation of Travel Expenses item 3 to be reimbursed. This proof may include an original itemized receipt, a cancelled check showing the front and back of check or a bank statement showing the vendor name and amount paid.5. An Exhibit J must be signed for each trip by the traveler, travel specialist, traveler supervisor and, if necessary, the justification for exception to policy signer certifying that expense items claimed were incurred for authorized and official university business and are correct. The traveler agrees that if he is overpaid or fails to settle his account in full, he authorizes NAU to deduct the balance against his wages.	

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Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 01/30/2020

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|---|--|
| <p>6. All original expense receipts and documentation must be submitted to the travel specialist within 5 working days after the return from travel so that the travel claim can be processed within 30 days of the end of the trip or by the end of the fiscal year end – whichever occurs first. If travel is not processed within 30 days or by year end, a justification for exception to policy is required.</p> | |
|---|--|

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	POLICY: TRV 515-05
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2013

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.


LINKS

- [Annual Travel Certification Form \(ELECTRONIC\)](#) [Exhibit J Form](#)
[Annual Travel Certification Form \(PDF\)](#)

POLICY

TRV 515-05: Efficient and Cost Effective Travel Practices	
<ol style="list-style-type: none"> 1. Travel planning is required. Planning should begin far enough in advance to limit: <ol style="list-style-type: none"> a. Exceptions to policy b. The number of overnight stays c. Meals, lodging and transportation expense d. Time in travel status e. Number of travelers 2. The most beneficial, cost effective and practical mode of travel will be used. 3. Travel should be fair and reasonable but planned for the convenience of NAU using the most economical means. Reimbursement is limited to expense of travel by the most direct and usually traveled route and by the most economical means of transport. 4. That portion of any travel which is by an indirect route or which is not in the best interest of the university or is for the personal convenience of the traveler will not be reimbursed. 5. Travelers will not be reimbursed for subsistence and travel expenses in excess of that travel time which would have been required. 6. Excess travel time will be charged to annual leave. 	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 515-06
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2018

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

[Annual Travel Certification Form \(ELECTRONIC\)](#) [Exhibit J Form](#)
[Annual Travel Certification Form \(PDF\)](#)

POLICY

TRV 515-06: Annual Travel Certification

An Annual Traveler Certification form is to be completed by each traveler expected to travel for the university during a fiscal year. This certification implies that the traveler has read, understands and agrees to comply with university and departmental travel policies.


A new electronic version of the Annual Travel Certification form is available, travelers can elect to use **either** the electronic or paper version of the form.

The new electronic form infers most information for the traveler, leaving minimal interaction required on the part of the traveler. Generally, a traveler will only have to:

- Acknowledge the Traveler Responsibilities section
- Select the Fiscal Year (if completed in June)
- Update the Supervisor section (if in a pool position or if completing the form as a student or affiliate)
- Select the appropriate Authorized Driver box
- Check the Traveler Certification checkbox

Upon submission, the form will be routed to the traveler's supervisor for review and approval.

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 515-07
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 01/30/2020

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

- [Annual Travel Certification Form \(ELECTRONIC\)](#) [Exhibit J Form](#)
[Annual Travel Certification Form \(PDF\)](#)

POLICY

TRV 515-07: Personal Expenses	
<ol style="list-style-type: none"> 1. The following is a list of activities and expenses that may be incurred prior to or during travel that are considered personal in nature and are not reimbursed by the university. This list is not all inclusive and should be used as guide only. <ol style="list-style-type: none"> a. Airline clubs b. TSA pre-checks c. Seat selection fees, or upgrade fees d. Currency conversion and check cashing fees for personal funds e. Entertainment including sporting events, cultural events, movies and other activities f. Flight or travel insurance g. Gifts provided to co-workers, family members or others h. Illegal substances i. Liquor, wine, or other alcoholic beverages j. Magazines and guides k. Passport and visa expense including the actual cost of obtaining a passport, visa, tourist card, and necessary photographs, cost of certificates of birth, health, identity, and related affidavits. Justification for exception to policy request may submitted to the Comptroller for recruitment or retention issues or if out-of-country travel is not a normal part of the traveler’s position responsibilities. l. Traffic citations. See TRV 525-02: General Requirements for Travel via Automobile item 2 m. Traveler’s check fees for personal funds 	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 515-08
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 04/24/2017
Subject: Non-State Sponsored Payments	Effective date: 04/24/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 04/24/2017

PURPOSE

The University sponsors the Purchasing Card (P-card) that can and should be used to book and pay for travel-related activities relating to the business of the University. Certain other payments that directly or indirectly involve travel – such as attendances at conferences, etc. – can also be made through the purchase order process. Collectively, these payment methods are University-sponsored payment methods.

This policy deals with the use and the consequences of the use of non-University payments methods to pay for University travel.

LINKS


[Exhibit J Form](#)

[NAU Purchasing Card Policy](#)

POLICY

TRV 515-08 Use of non-State sponsored payment methods to pay for state travel	
<ol style="list-style-type: none"> 1. <u>Whenever practicable</u>, University sponsored payment methods must be used to pay for conferences and common carrier travel. 2. Non-University payment methods may be used for local transportation, lodging, meals and incidentals related to the conduct of University business. 3. If an individual employee’s non-University payment card, rather than a University sponsored P-card is used to pay for conferences, lodging, common carrier travel, meals and incidentals, the individual <u>shall not be reimbursed until after the completion of the travel-related event</u>. 4. The University neither shall be liable for and nor shall reimburse an employee for any interest charges, late fees or service fees related to an employee’s use of a non-University sponsored P-card. 5. Policies related to travel advances to employees are contained in travel policy 555-01. 	

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	POLICY: TRV 520-01
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Request for Justification for Exceptions to Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on guidance on requests for justification for exceptions to policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Justification for Exception to Policy Signer Lookup List](#) [Justification for Exception to Policy Signer Authorization Form](#)

POLICY

<p><i>Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.</i></p>	
TRV 520-01: Request for Justification for Exceptions to Policy for University Travel	
<ol style="list-style-type: none"> 1. Requests for exceptions to the university travel policy are to be infrequent and, whenever practical, requested in advance. 2. Exceptions to travel policy will not be granted when it appears that proper planning and reasonable effort was not made and the additional costs could have been avoided. 3. Repetitive requests for similar exceptions, particularly after-the-fact requests, will be carefully reviewed and when circumstances warrant, denied. 	

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	POLICY: TRV 520-02
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Subject: Request for Justification for Exceptions to Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on guidance on requests for justification for exceptions to policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.


LINKS

[Justification for Exception to Policy Signer Lookup List](#) [Justification for Exception to Policy Signer Authorization Form](#)

POLICY

<p><i>Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.</i></p>	
TRV 520-02: Justification for Exception to Policy Signers	
<ol style="list-style-type: none"> 1. Department leadership will designate justification for exception to policy signers by submitting a Justification for Exception to Policy Signer Authorization form. 2. Changes in designated signers during the year require resubmission of the form. 	

COMPTROLLER TRAVEL POLICY MANUAL

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Subject: Requests for Justification for Exceptions to Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on guidance on requests for justification for exceptions to policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.


LINKS

[Justification for Exception to Policy Signer Lookup List](#) [Justification for Exception to Policy Signer Authorization Form](#)

POLICY

<p><i>Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.</i></p>	
TRV 520-03: Justification for Exception	
<ol style="list-style-type: none"> 1. Exception to policy request will be justified in writing on the traveler’s Exhibit J or by attaching a separate justification memo and attaching supporting documentation that may be approved by the justification for exception to policy signer. Any justification made on the basis of cost savings to the university must be supported by documentation such as printed travel quotes, savings calculations, etc. 2. The justification should be prepared by the individual responsible for the policy violation. 3. The justification documentation should stand alone. It should provide the details of the travel transaction. 	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 520-04
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Requests for Justification for Exceptions to Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on guidance on requests for justification for exceptions to policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.


LINKS

[Justification for Exception to Policy Signer Lookup List](#) [Justification for Exception to Policy Signer Authorization Form](#)

POLICY

<p><i>Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.</i></p>	
<p>TRV 520-04: Blanket Letter of Justification for Exception to Policy</p>	
<p>1. Blanket requests for approval of justification for exception to policy must be submitted thru the online tool available on the Comptroller’s website.</p>	
<p>2. These forms must be renewed on an annual fiscal year basis.</p>	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 520-04
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PURPOSE

To provide policy on guidance on requests for justification for exceptions to policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Justification for Exception to Policy Signer Lookup List](#) [Justification for Exception to Policy Signer Authorization Form](#)

POLICY

<p><i>Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.</i></p>	
TRV 520-04: Blanket Letter of Justification for Exception to Policy	
<ol style="list-style-type: none"> Blanket requests for approval of justification for exception to policy must be submitted thru the online tool available on the Comptroller’s website. These forms must be renewed on an annual fiscal year basis. 	

TRV: 525 – TRANSPORTATION EXPENSES

REASON FOR THIS POLICY

Clear standards for meal and incidental expense reimbursement for individuals traveling on University business.

ENTITIES AFFECTED BY THIS POLICY

- All units and departments that may authorize University business travel.
- Comptroller's Office
- Reimbursement Processing Support Unit

WHO SHOULD KNOW THIS POLICY

- Individuals who travel for University business
- Supervisors of individuals who travel for University business
- Local Fiscal Oversight (LFO) designees of individuals who travel for University business

POLICY

A. Applicability

This policy applies to all University community members, including faculty, staff, students, agents, and Volunteers who travel for the purpose of conducting University business, which for purposes of this policy excludes normal or everyday personal transportation to and from the workplace.

For the purposes of travel policy, all references to "event" should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

B. General Requirements and Prohibitions

1. Transportation expenses may only be incurred for authorized travel on university business. Mode of transportation is to be selected based on the most reasonable and customary means, the most commonly traveled route consistent with the authorized purpose of the trip, time effectiveness and for the benefit of the university.
 - a. Transportation expenses may include university fleet vehicle, public transportation, airfare, checked bags, rental cars, mileage, fuel/gas, road tolls, bridge fees, and parking.
2. Itemized, legible receipt(s) that illustrate proof of payment must be submitted to support the Travel Expense Claim regardless of payment method. Receipt submission is the responsibility of the individual who made the PCard purchase or is requesting the reimbursement.
 - a. If a NAU PCard was used to incur the expense, reconciliation of the expense in PeopleSoft Financials is also required and to be completed by the individual making the purchase.
3. If operating a motor vehicle on university business a university traveler, employee or student, must be registered as an [Authorized Driver](#) before travel expenses may be incurred or reimbursed.

4. Taxi cabs and rideshares, such as Uber and Lyft, may be used for local transportation when necessary and economical.
 - a. Taxis and rideshares taken to/from meals are part of the Meals and Incidentals Expense (M&IE) claim and will not be reimbursement separately; the exception is transportation to/from business meals but require substantiation of the business purpose and supporting documentation attached to the Travel Expense Claim; OR when a meal is not available within a safe or reasonable walking distance, delivery service charges or transportation costs (mileage and/or taxi/rideshares) between places of lodging or business and places where meals are acquired or consumed is reimbursable as an additional transportation expense if an explanation is noted as part of the documentation. A traveler's personal preference does not apply.
5. When driving a personal vehicle, only mileage will be reimbursed. When driving a rental car only the cost of the rental and fuel will be reimbursed; prepaid fuel options are not reimbursable. When driving a fleet vehicle, the Voyager gas card issued with the vehicle should be used. If no Voyager card is available, fuel may be reimbursed.
6. Travelers with a university fleet vehicle or rental car that are on authorized "down-time", or not actively in university business travel status, must leave the vehicle parked and unused until travel status resumes.
7. Traffic citations issued to a driver during authorized travel are not reimbursable; unless the traveler was driving a university vehicle and the citation was issued due to a vehicle mechanical problem.
8. Reimbursement of cancellation and late fees is discouraged. However, they are reimbursable in unusual circumstances at the discretion of department leadership, provided that the business purpose is documented and attached to the Travel Expense Claim. They may not be reimbursed when the fee is incurred for personal purposes and is considered avoidable.

C. NAU Fleet Vehicles

1. Whenever practical, a University fleet vehicle should be utilized for in-state travel. Fleet vehicles are *only* for transporting NAU employees and students engaged in university business. Volunteers may ride in a fleet vehicle but must first be registered with NAU Risk Management.
2. Travelers using university fleet vehicles should not normally incur vehicle expenses. Travelers must follow NAU Transit Services procedures for fuel, service, and minor repair expenses. Use of the Voyager gas card for fuel purchases is encouraged.
3. University owned vehicles driven to Mexico require specific insurance. It is the driver's responsibility to contact NAU Risk Management, prior to travel, to arrange for the appropriate documentation.

D. Rental Vehicles

1. Use NAU's corporate contract with Enterprise Car Rental. <https://elink.enterprise.com/en/norazuni.html> Benefits include free CDW insurance coverage, no charge for underage (< 25-years old) or multiple drivers.
The rental must be paid with a NAU PCard or personal payment method at the rental counter.
 - a. Turo and similar car-sharing rental options are not allowable expenses.
2. Transportation to a destination out-of-state, via rental car, requires pre-authorization and a Justification for Exception to Policy be submitted to the Comptroller's Office prior to booking, no matter the payment method.
 - a. Destinations within 100-miles of the Arizona border can qualify for in-state travel status, however, this must apply to all aspects of the trip including SAAM lodging and M&IE expense allowance rates, default to \$94/night-lodging and \$45/day-M&IE.
3. Rented or leased vehicles may be used for ground transportation at the point of destination, traveler flew out-of-state, when it is in the best interests of the university to do so. Rented vehicles may not be used when taxis, buses and other alternatives are more economical.
 - a. Renting a vehicle is not allowed if traveler is traveling out-of-state to attend a conference or

workshop.

4. Collision Damage Waiver Coverage (CDW) is required for all out-of-state car rentals; and is allowable for in-state rentals but is not required.
5. Supplemental Rental Car Insurance: When a traveler rents a motor vehicle for university business using a NAU PCard, the traveler and vehicle are insured for liability and physical damage losses through the university's insurance program. Vehicle liability insurance is not a regular rental vehicle expense and will not be reimbursed.
 - Vehicle insurance purchased at the direction of NAU Risk Management for vehicles rented outside of the U.S. is a legitimate rental vehicle expense and will be reimbursed. Proof-of-insurance cards are available from NAU Risk Management and should be obtained prior to renting a motor vehicle outside of the U.S.
6. Prepaid Fuel Option: The pre-purchase of gas at the time of rental vehicle pickup, that allows the traveler to return the rental vehicle without having to refill the tank, is not to be used and will not be reimbursed. The cost effectiveness of this option is difficult to substantiate as refunds are not given for unused fuel.
7. Optional upgrades are not allowable, including but not limited to satellite radio, GPS, personal accident insurance, personal effects coverage, supplemental liability coverage, pet fees, etc.
8. Guidelines for size of vehicle to rent:
 - (1-2) individual traveling for (1) week or less: compact vehicle
 - (3) individuals traveling for (1) week or less: mid-sized vehicle
 - (2-3) individuals traveling for more than (1) week: mid-sized vehicle
 - (4) individuals traveling for (1) week or less: mid-sized vehicle
 - (4) individuals traveling for more than (1) week: the discretion of department head, taking into consideration economy and the needs of the university.

E. Personal Motor Vehicle Use

1. Written permission to use a personal vehicle for university business must be obtained from the traveler's supervisor prior to travel. A traveler's use of their personally owned vehicle to conduct University business when not pre-authorized by University policy and department leadership will not be reimbursed.
2. A traveler driving a privately owned vehicle on university business must have current personal liability vehicle insurance, a valid driver's license, and meet [Authorized Driver](#) program requirements.
 - University collision coverage is not provided for privately owned vehicles, even when operated within the course and scope of employment and authorization.
 - If a traveler driving a personal motor vehicle is involved in an accident, regardless of who is at fault, the State will not reimburse the traveler for any damages to their personal vehicle.
 - Mexican authorities do not recognize insurance from the U.S. and only university-owned vehicles are covered on the State of Arizona's automobile liability. Therefore, employees are discouraged from taking private vehicles to Mexico.
3. Mileage is the only reimbursable personal vehicle expense and is calculated for the most direct route to and from each business travel destination using the State of Arizona's posted mileage rate (\$.445/mile), see the State of Arizona Accounting Manual (SAAM). The mileage reimbursement rate includes all automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, and insurance.
 - Mileage is reimbursable when conducting university business within a 50-mile radius of the traveler's duty post with supervisor's approval.
 - Miles driven to/from meals is part of the Meals and Incidentals (M&IE) claim and will not be included in the overall mileage reimbursement.

4. Commute Miles: The cost of commuting between a personal residence and a regular duty post is not reimbursable regardless of the distance.
 - a. Mileage reimbursement will generally be calculated with the traveler's duty post as the starting point.
 - b. If university business travel begins or ends at a traveler's residence and not their regular duty post, the distance (miles) from the residence to the duty post is subtracted from the overall mileage claim. Commute miles must also be deducted on weekends, holidays, and other nonstandard workdays.
 - c. If traveler's personal residence is included among their regular duty posts, commute mileage will be considered the distance from the personal residence to the most frequented duty post.
 - d. If traveler works 100% from home, the travel or transportation cost of one daily round trip to and from a university facility is not reimbursable, unless the one-way distance between traveler's home and the aforementioned university facility exceeds fifty (50) miles, in which case mileage in excess of fifty (50) miles in each direction may be reimbursed.

5. Mileage is calculated and reimbursed in one of two ways, by submitting:
 - a. A completed NAU Travel Mileage Log of actual odometer readings with mileage rounded to the nearest whole mile using the 5/4 rounding method, and with physical departure/arrival addresses, dates and times noted, or
 - b. A Google map .PDF that specifies departure and arrival physical addresses and lists map miles for (1-way) travel. Round trip (RT) calculations will be made as needed/when appropriate.

6. Personal Vehicle use Out-of-State: If a personal vehicle is used for the convenience of the traveler, the traveler will not be reimbursed for extra meals, lodging, or parking expenses incurred due to the extra travel time, and mileage will only be reimbursed the lesser of:
 - a. Actual map or odometer miles driven at the rate published in the State of Arizona Accounting Manual (SAAM), or
 - b. The cost of a round trip flight from a common carrier airline based on economy fare, booked reasonably in advance, and that meets the business need of the trip. Three (3) cost comparisons must be run at the time all other travel arrangements are being made or no reimbursement.

If an employee chooses to use a personal vehicle to transport their family, they will not be considered to be traveling on University business, their time is to be recorded as leave; neither they nor their family will be covered by University provided collision or liability insurance and no associated travel expenses, including mileage, will be reimbursable.

F. Parking

1. If department leadership has preapproved the use of a motor vehicle, parking fees are allowable if incurred at a temporary duty post, hotel for overnight lodging, etc. Valet parking fees are not allowable when public or self-serve options are available.

2. When conducting university business on the Flagstaff Mountain Campus parking is reimbursable for non-Mountain Campus employees, students, and community members at a rate of \$8.00 per day. Travelers are encouraged to secure their parking permit in advance of their travels on the NAU Transit Services website.

3. **General Airport Parking Guidelines:** While it is impractical to list parking rates for every airport in the country or even in the State, there are some general guidelines that all university travelers are to follow when parking at airports.
 - Economy, long-term, off-premises parking serviced by shuttle is to be chosen when available.
 - The University will not reimburse upcharges for covered or inside parking.
 - Receipts, itemized with expense details are required.
 - In addition to base parking charges, employees will be reimbursed for any taxes, one-time fuel charges, or other non-optional fees that are imposed.
 - Reservation fees are not reimbursable.

4. **Sky Harbor Airport (Phoenix) and Tucson Airport Parking:** A university employee may park wherever they find it convenient to do so but will only be reimbursed the lesser of the actual amount incurred, **or**
 - a. **Phoenix Sky Harbor Airport:** (\$6.50) per day base rate.
 - b. **Tucson Airport:** (\$4.50) per day base rate.

The State of Arizona Accounting Manual (SAAM) has parking facilities listed that offer rates that comply with State reimbursement limits. An employee's failure to utilize one of the SAAM posted parking facilities will not justify the granting of an exception from the reimbursement limitations.

G. Commercial Airlines

1. Airfare is to be booked at the most economical fare that fits the business need, but the purchase of change-able tickets, usually categorized as economy plus or premium economy (main cabin), is encouraged and allowable.
2. **Allowable Expenses:**
 - Seat purchase, only when no "free" seats are available on a specific flight, must be in main cabin – not in business or first class.
 - Checked or carry-on baggage fees, within reason as appropriate for the duration of the trip.
 - Processing fees, when documented on an original receipt or flight itinerary as an extra fee.
 - Airport parking and mileage expenses for privately owned vehicles if less than roundtrip taxi or rideshare fare between the traveler's residence and the airport, or duty post and airport, whichever is applicable.
3. **Non-Allowable Expenses:**
 - Seat upgrade from economy (main cabin) to business or first class.
 - Priority or early-bird boarding.
 - Flight and/or Trip insurance, purchased by the traveler.
 - Parking if a traveler is dropped-off or picked-up at the airport terminal using a privately owned vehicle.
 - Tips to baggage handlers as these are considered "incidentals" and are part of the Meals and Incidentals Expenses (M&IE) reimbursement rate.

H. Combining Business and Personal Travel

1. The University may authorize a traveler to combine business and personal travel. If personal travel occurs during time normally scheduled for work, the traveler must charge the time to annual leave.
2. If transportation costs are increased due to a lengthened trip the traveler is responsible for purchasing their own flight to and from the business destination and will be reimbursed only if they provide (2) additional quotes/comparison flights; comparisons must...
 - be run at the time the actual flight is booked
 - be run at least (2) weeks in advance of departure date
 - meet the actual business need of the trip
 - show that neither the departure or the return fall on a holiday weekend

I. Airline Travel Under Federal Grants

1. With few exceptions, The Fly America Act requires travelers on federally funded grants to use U.S. flag carriers regardless of the cost or convenience. Under the regulations, you must ensure that all flights, where possible, are scheduled on U.S. flag carriers or on foreign air carriers that code share with a U.S. flag carrier.
However, there are some exceptions:
 - a. **Open Skies Agreement:** An important exception is the [Open Skies Agreement](#) between the United States and the European Union. This allows federal grant-funded travelers flying to a destination serviced by a European Union airline to fly on either a U.S. carrier or a European

Union carrier as long as they touch down in an EU country. Agreements also have been negotiated with Australia, Switzerland, and Japan; travelers should check whether there is an agreement for their destination country before purchasing tickets.

- b. Extend Travel Time: Use of U.S. carrier service would extend travel time, including delay at point of origin, by 24 hours or more.
- c. No Non-Stop or Direct Service Flights: U.S. carriers do not offer nonstop or direct service between point of origin and destination. However, some additional complex rules apply; see the Fly America Act at the website listed above.
- d. 3rd Party Purchase: When the costs of airfare are reimbursed in full by a third party, such as a foreign government or an international agency.

Supporting documentation validating and/or verifying any exceptions must be submitted and included with the Travel Expense Claim.

J. Chartered Flights

1. The use of chartered aircraft for university business travel is allowed provided a common carrier is not feasible or an alternate mode of transportation is not practical. Department leadership, not the traveler, will determine if such travel is justified and is in the best interest of the university.
2. Chartered air services may only be obtained from FAA licensed commercial flight operators.

K. Privately Owned Aircraft

1. The use of a privately owned aircraft to transport travelers, including themselves, on university business is allowable only for those approved and authorized by the State of Arizona Risk Management Section.
 - a. Pilots must contact NAU Risk Management for specific requirements before flying on authorized university business. AZ Property and Liability Insurance Services must approve each application to fly on state business before coverage will apply.
2. Mileage Reimbursement for Privately Owned Aircraft: Reimbursement is based on the shortest air route from flight origin to destination and is reimbursed at the rate set by the Arizona Department of Administration, plus any actual landing, and parking fees. Reference the State of Arizona Accounting Manual (SAAM) for current rate.

RESPONSIBILITIES

Traveler: agrees to and will adhere to all university travel policies, will always seek pre-trip authorization and approval from department leadership to expend funds for travel, and will provide all policy required and requested documentation to the travel specialist pre and post travel.

Departmental Supervisors: reviews business travel requests of direct report employees and Volunteers as required by travel policy and verifies business need.

Local Fiscal Oversight Designee: reviews all travel requests and verifies funding source (speedchart, sub_dept, account codes) and determines and communicates any funding caps or limitations.

Departmental Leadership: ensure that only properly qualified and authorized individuals are allowed to travel on official University business for University programs and activities under their direction and control.

Reimbursement Processing Support Unit Staff: initiates and completes all travel expense claims and reimbursement via Expense Report or Check Request; and assists with booking travel upon request.

PROCEDURES

[Justification for Exception to Policy](#)

RELATED INFORMATION

Forms or Tools

[Annual Travel Certification \(ATC\)](#)

[Authorized Driver](#)

[Cost Comparison How-To](#)

[Currency Converters](#) - <http://www.xe.com/> **OR** <http://www.oanda.com/converter>

[Employee Service Center \(ESC\)](#)

[Enterprise Car Rental – NAU Contract](#)

[Google Translate – *documents and receipts*](#)

[Long-Term Travel Case Submission Business Process & Blanket Travel Approval Memo](#)

[Mobile Phone App: ServiceNow! – NAU Employee Service Center](#)

[NAU Mileage Log](#)

[Out-of-State Request for Multiple Representation](#)

[Current Arizona State Reimbursement Rates \(SAAM\) – Lodging & Meals Schedule](#)

[US Department of Defense \(DoD\) Reimbursement Rates – Lodging & Meals Schedule](#)

[Travel Case Submission How-To - *transcript*](#)

[Travel Case Submission Quick Reference](#)

[Travel Advance/Zelle Workbook](#)

[Traveler Itinerary - *template*](#)

Cross-References

[Comptroller's Office](#)

[NAU Risk Management](#)

[NAU Transit Services – Fleet Services](#)

[The Office of Foreign Assets Control \(OFAC\)](#)

Sources

[State of Arizona Travel Policy](#)

[Arizona Board of Regents Travel Policy](#)

[Arizona Revised Statutes § 38-621 – 38-627](#)

[Fly America Act](#)

APPENDIX

None.

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 530-01
	Section: 500 Travel
	Page 1 of 2
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Air Transportation	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 05/15/2013

PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

- [Exhibit J Form](#)
- [Fly America Act](#)
- [NAU Risk Management Services](#)
- [State of Arizona Travel Policy Supplement](#)

POLICY

TRV 530-01: General Requirements for Transportation Expenses

1. Transportation expenses may be incurred and reimbursed for authorized travel on university business.
2. Transportation means are to be selected based on the most reasonable and customary mode of transportation, the most commonly traveled route consistent with the authorized purpose of the trip, time effectiveness and for the benefit of the university. The principles of this section apply regardless of the mode of transportation selected.
3. Reimbursement for commercial or chartered aircraft may not exceed the actual amount the traveler paid.
4. Reimbursement for the following expenses must be substantiated by original itemized receipts that illustrate proof of payment:
 - a. All airline expenses
 - b. All airport motor vehicle parking expenses
 - c. All chartered aircraft and aircraft rental and fuel expenses
 - d. All aircraft landing and aircraft parking fees
5. Original itemized receipts that illustrate proof of payment should be attached to the Exhibit J. However, if the PCard was used to incur the expense, the original itemized receipt should be filed with the PCard log and a copy of the receipt should be attached to the Exhibit J.
6. Reimbursement of cancelation and late fees is discouraged. However, they are reimbursable at the discretion of department leadership in unusual circumstances provided that the business purpose is documented and attached to the reimbursement claim form. They should not be reimbursed when the fee is incurred for personal purposes and are considered avoidable.
7. The University may authorize a traveler to combine business and personal travel.
 - a. Only expenses incurred on the days the traveler is doing University business will be reimbursed.
 - b. If personal travel occurs during time normally scheduled for work, the traveler must charge

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 530-01
	Section: 500 Travel
	Page 2 of 2
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Air Transportation	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 05/15/2013

<p>the time to annual leave.</p> <ul style="list-style-type: none"> c. If transportation costs are increased due to a lengthened trip, the traveler is responsible for the increase and, rather than the University using its P-card, the traveler must pay for the transportation and lodging using a personal credit card or other means of prepayment and be reimbursed by the University for the business portion of the fare after completion of the trip. d. To determine the amount of reimbursement, determine what the cost of the business portion of the fare, independent of the personal portion would have been. The cost of the business portion of the fare is the lowest fare that would have been or would be available for the business portion of the trip if the business travel were booked at least two weeks in advance of departure and neither the departure or the return were to fall on a holiday weekend. e. You must get at least two quotes showing the business portion only versus adding personal time to the fare. 	
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COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 530-02
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Air Transportation	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 05/15/2013

PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

[Exhibit J Form](#)

[Fly America Act](#)


[NAU Risk Management Services](#)

[State of Arizona Travel Policy Supplement V](#)

POLICY

TRV 530-02: Commercial Airline	
<ol style="list-style-type: none"> 1. Most economical fare <ol style="list-style-type: none"> a. Coach, economy or other discounted class of fare must be used for commercial airline travel. b. Travelers and travel specialists will check for the lowest total fare including additional fees such as reservation, checked baggage, seat assignments, etc. and consider connecting flights when practical. 2. Fees <ol style="list-style-type: none"> a. Processing fees are an allowable expense when documented on an original receipt or itinerary as an extra fee. b. Baggage handling and storage fees are reimbursed at the discretion of department leadership. c. Flight insurance purchased by the traveler is not reimbursable. 3. Airport parking and transportation <ol style="list-style-type: none"> a. Airport parking and mileage expense for a privately-owned motor vehicle is allowed only if less than roundtrip taxi fare between the traveler’s residence and the airport, or duty post and airport, whichever is applicable. b. Airport parking will be reimbursed at daily rates no higher than the discounted parking rates listed for Phoenix and Tucson. Refer to the State of Arizona Travel Policy Supplement V for a listing of these rates. c. If a traveler is dropped off or picked up at the airport terminal using a privately-owned vehicle, no parking is reimbursable. 	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 530-03
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Air Transportation Using Federal Funding	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2014

PURPOSE

Provide policy on transportation expenses and reimbursements when using Federal funding.

LINKS

- | | |
|--|---|
| Exhibit J Form | Fly America Act |
| NAU Risk Management Services | State of Arizona Travel Policy Supplement V |

POLICY

TRV 530-03: Airline Travel Under Federal Grants	
<ol style="list-style-type: none"> 1. With few exceptions, The Fly America Act requires travelers on federal grant funding to use U.S. flag carriers regardless of the cost or convenience. Under the regulations, you must ensure that all flights, where possible, are scheduled on U.S. flag carriers or on foreign air carriers that code share with a U.S. flag carrier. However, there are some exceptions. <ol style="list-style-type: none"> a. Open Skies Agreement <ol style="list-style-type: none"> i. An important exception is the Open Skies Agreement between the United States and the European Union. This allows federal grant-funded travelers flying to a destination serviced by a European Union airline to fly on either a U.S. carrier or a European Union carrier as long as they touch down in an EU country. ii. Agreements also have been negotiated with Australia, Switzerland and Japan, travelers should check whether there is an agreement for their destination country before purchasing tickets. b. Use of U.S. carrier service would extend travel time, including delay at point of origin, by 24 hours or more. c. U.S. carriers do not offer nonstop or direct service between point of origin and destination. However, some additional complex rules apply; see the Fly America Act at the website listed above. d. When the costs of airfare are reimbursed in full by a third party, such as a foreign government or an international agency. 	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 530-04
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Air Transportation	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 05/15/2013

PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

[Exhibit J Form](#)

[Fly America Act](#)

[NAU Risk Management Services](#)

[State of Arizona Travel Policy Supplement V](#)

POLICY

TRV 530-04: Chartered Flights	
1. Chartered aircraft for travel is allowed provided a common carrier is not feasible or an alternate mode of travel is impractical. Department leadership, not the traveler, will determine if such travel is justified and is in the best interest of the university.	
2. Chartered air service may only be obtained from FAA licensed commercial flight operators.	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 530-05
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Air Transportation	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 05/15/2013

PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

[Exhibit J Form](#)

[Fly America Act](#)

[NAU Risk Management Services](#)

[State of Arizona Travel Policy Supplement V](#)

POLICY

TRV 530-05: Privately Owned Aircraft	
<ol style="list-style-type: none"> 1. Authorization <ol style="list-style-type: none"> a. Only those individuals approved and authorized by State of Arizona Risk Management Section may claim privately owned or rented aircraft reimbursement. 2. NAU Travelers Piloting Aircraft on University Business <ol style="list-style-type: none"> a. All pilots should contact Property and Liability Insurance Services for specific requirements before flying on authorized university business. Property and Liability Insurance Services must approve each application to fly on state business before coverage will apply. 3. Mileage Reimbursement <ol style="list-style-type: none"> a. Mileage reimbursement for privately owned aircraft will use the aircraft mileage rate set by the Arizona Department of Administration and approved by the Joint Legislative Budget Committee, plus actual landing and parking fees. b. Mileage reimbursement is based on the shortest air route from origin to destination. 	

TRV: 535 - LODGING

REASON FOR THIS POLICY

Clear standards of allowable lodging expenses for individuals traveling on University business.

ENTITIES AFFECTED BY THIS POLICY

- All units and departments that may authorize University business travel.
- Comptroller's Office
- Reimbursement Processing Support Unit

WHO SHOULD KNOW THIS POLICY

- Individuals who travel for University business
- Supervisors of individuals who travel for University business
- Local Fiscal Oversight (LFO) designees of individuals who travel for University business

POLICY

A. Applicability

This policy applies to all University community members, including faculty, staff, students, agents, and Volunteers who travel for the purpose of conducting University business, which for purposes of this policy excludes normal or everyday personal transportation to and from the workplace.

For the purposes of travel policy, all references to "event" should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

B. General Requirements and Prohibitions

1. Lodging expenses may only be incurred for authorized travel on official university business outside a radius of (50) miles from the traveler's personal residence and regular duty post.
2. Lodging must be at a commercial establishment. The term "commercial establishment" includes any vendor that offers its services to the public and charges an advertised rate, including accommodations offered by online rental services such as VRBO and Airbnb.
3. Lodging expenses include the actual cost of a single occupant room, taxes and all mandatory services (parking, cleaning and resort fees, etc.) that are charged by the facility and not required by law. Additional expenses for room upgrades/features, early check-in, personal items, etc. incurred for the convenience of the traveler and not for the primary benefit of the university are not allowed.
 - a. Hotel parking expenses are not permitted when a traveler has, in response to their own personal preference, been allowed to use their personal vehicle rather than common carrier (e.g. airline) travel to an out-of-state location.

The allowable nightly rate, minus taxes and all mandatory services, must be less than or equal to the posted nightly rate designated by the State of Arizona Accounting Manual (SAAM) 5095 for destination within the contiguous United States; for destinations outside the contiguous U.S., including Alaska and Hawaii, lodging costs are designated by the U.S. Department of Defense (DoD) International Rates. Exceeding maximum lodging rates when unavoidable, must be justified with a business purpose detailing why the accommodations were selected and a Justification for Exception to Policy must be submitted to the Comptroller's Office prior to booking the accommodation. Normally, the individual booking the travel, the traveler, or someone else familiar with the reasons for the accommodation should submit the justification.

4. Lodging at an event designated hotel may be made at a rate higher than the maximum allowable published rate (SAAM or DoD); provided the hotel rate and name is published in the event's supporting documentation and is the least expensive single room rate available. The supporting documentation must be submitted with the Expense Claim. A Justification for Exception to Policy is not required.
 - a. If the event designated lodging is no longer available or, if other lodgings in the immediate vicinity of the event are sought for cost savings, payment or reimbursement for lodging may exceed the published SAAM or DoD rate if the nightly rate is equal to or less than the event designated lodging published rate. A Justification for Exception to Policy is not required, but an explanation and support documentation must be submitted with the Expense Claim. This information should be supplied by the individual booking the accommodations or the traveler.
5. Itemized, legible receipt(s) that illustrate proof of payment must be submitted to support the travel Expense Claim regardless of payment method. Receipt submission is the responsibility of the individual who made the PCard purchase or is requesting the reimbursement.
 - a. If a NAU PCard was used to incur the expense, reconciliation of the expense in PeopleSoft Financials is also required and is to be completed by the individual making the purchase.
6. Shared lodging with another NAU traveler on university business: Reimbursement per person will not exceed the amount allowable per person of the actual cost of a single occupant room plus taxes and all mandatory services (parking, resort fees, etc.) that are charged by the facility and not required by law.
 - a. Shared lodging with a traveler NOT on NAU business: When lodging is shared with an individual not on NAU business (such as a spouse, family member, or colleague), reimbursement shall not exceed the amount that would have been allowed had the traveler been lodging alone, i.e. the total single room rate.
7. Business-related communications charges, including those incurred at a hotel business center are reimbursable if documented by original receipts or are included in the itemized lodging receipt. Examples of business-related communication charges include phone calls, internet fees and faxes.
 - a. Business-related expense must be noted as such on hotel receipt.
8. Processing fees from an online booking tool are an allowable expense when documented and itemized on an original receipt or itinerary as an extra fee.
9. Expenses such as maid service tips and baggage storage at hotels are considered incidentals and, as such, must be paid from the daily Meal and Incidental Expense (M&IE) reimbursement limits – thus reducing the amount available for meals.
10. Combining Business and Personal Travel – Lodging: The University may authorize a traveler to combine business and personal travel. If personal travel occurs during time normally scheduled for work, the traveler must charge the time to annual leave.
 - a. In the instance where the approved personal time occurs prior to the business portion, lodging reimbursement is allowable for the night immediately prior to the business start. No accommodation is to be made after the business portion of the trip has ended and personal time has begun.
11. Reimbursement of cancellation and late fees is discouraged. However, they are reimbursable in unusual circumstances at the discretion of department leadership, provided that the business purpose is documented and attached to the reimbursement claim form. They may not be reimbursed when the fee is

incurred for personal purposes and is considered avoidable.

RESPONSIBILITIES

Traveler: agrees to and will adhere to all university travel policies, will always seek pre-trip authorization and approval from department leadership to expend funds for travel, and will provide all policy required and requested documentation to the travel specialist pre and post travel.

Departmental Supervisors: reviews business travel requests of direct report employees and Volunteers as required by travel policy and verifies business need.

Local Fiscal Oversight Designee: reviews all travel requests and verifies funding source (speedchart, sub_dept, account codes) and determines and communicates any funding caps or limitations.

Departmental Leadership: ensure that only properly qualified and authorized individuals are allowed to travel on official University business for University programs and activities under their direction and control.

Reimbursement Processing Support Unit Staff: initiates and completes all travel expense claims and reimbursement via Expense Report or Check Request; and assists with booking travel upon request.

PROCEDURES

[Justification for Exception to Policy](#)

RELATED INFORMATION

Forms or Tools

[Annual Travel Certification \(ATC\)](#)

[Authorized Driver](#)

[Cost Comparison How-To](#)

[Currency Converters](#) - <http://www.xe.com/> **OR** <http://www.oanda.com/converter>

[Employee Service Center \(ESC\)](#)

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[Current Arizona State Reimbursement Rates \(SAAM\) – Lodging & Meals Schedule](#)

[US Department of Defense \(DoD\) Reimbursement Rates – Lodging & Meals Schedule](#)

[Travel Case Submission How-To - *transcript*](#)

[Travel Case Submission Quick Reference](#)

[Travel Advance/Zelle Workbook](#)

[Traveler Itinerary - *template*](#)

Cross-References

[Comptroller's Office](#)

[NAU Risk Management](#)

[NAU Transit Services – Fleet Services](#)

[The Office of Foreign Assets Control \(OFAC\)](#)

[Reimbursement Processing Support Unit](#)

Sources

[State of Arizona Travel Policy](#)

[Arizona Board of Regents Travel Policy](#)

[Arizona Revised Statutes § 38-621 – 38-627](#)

[Fly America Act](#)

APPENDIX

None.

TRV: 540 - Meal and Incidental Expense Reimbursement

REASON FOR THIS POLICY

Clear standards for meal and incidental expense reimbursement for individuals traveling on University business.

ENTITIES AFFECTED BY THIS POLICY

- All units and departments that may authorize University business travel.
- Comptroller's Office
- Reimbursement Processing Support Unit

WHO SHOULD KNOW THIS POLICY

- Individuals who travel for University business
- Supervisors of individuals who travel for University business
- Local Fiscal Oversight (LFO) designees of individuals who travel for University business

POLICY

A. Applicability

This policy applies to all University community members, including faculty, staff, students, agents, and Volunteers who travel for the purpose of conducting University business, which for purposes of this policy excludes normal or everyday personal transportation to and from the workplace.

For the purposes of travel policy, all references to "event" should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

B. General Requirements and Prohibitions

1. To be eligible for meal & incidental expense reimbursement (M&IE) a traveler must be more than fifty (50) miles from both their residence and primary duty post and be in travel status for six (6) or more consecutive hours.
2. Meals and incidental expenses are to be paid out-of-pocket and reimbursed to the traveler, not paid on a NAU PCard. University employees and students are not required to provide receipts for meal reimbursement; however, non-employees and non-students are required by state policy to provide itemized meal receipts for reimbursement.
 - a. Meal and incidental expense (M&IE) reimbursement rates are not per diem allowances. If the traveler does not purchase a meal, the meal is imbedded in some other cost, or the meal is provided at no charge, whether or not the traveler accepts or consumes the provided meal - the traveler is not entitled to reimbursement for that meal and the traveler's allowable daily reimbursement amount will be reduced – applies to both overnight and day trip travel.
 - b. Some meals while in travel status may qualify as Business Meals/Food and can be paid on an NAU PCard, *reference* CMP Policy 420-04 for guidelines.

3. Reimbursement for meals to destinations within the continental U.S. may not exceed the maximum reimbursement rate listed by destination in the State of Arizona Account Manual (SAAM) 5095.
 - a. The exact reimbursement rate is determined by the state, county, and city the traveler will spend the night, not necessarily where the meal was purchased or will be consumed. Exception is the day of return; meal rate is the location the traveler last stayed overnight.
 - b. If a traveler's exact state and county is not listed, then the default rate applies.
4. Reimbursement for meals to destinations outside the continental U.S., including Alaska and Hawaii, may not exceed the Department of Defense (DoD) international rates.
 - a. The exact reimbursement rate is determined by the country and city the traveler will spend the night, not necessarily where the meal was purchased or will be consumed. Exception is the day of return; meal rate is the location the traveler last stayed overnight.
 - b. If a traveler's exact city is not listed, then the default rate for that country applies.
 - c. To determine the reimbursement limitations on meals and incidentals in Alaska, Hawaii, and out-of-country locations, add the DoD *Local Meal Rate* (not the Proportional Meal Rate) to the *Local Incidental Rate* and subtract ten dollars (\$10).
5. A meal must be consumed, though not necessarily purchased, while the traveler is in travel status. The M&IE reimbursement rate includes the actual cost of the meal, tax, and tip.
 - a. If a meal is not available within a safe or reasonable walking distance, delivery service charges or transportation costs (mileage and/or taxi/rideshares) between places of lodging or business and places where meals are acquired or consumed is reimbursable as an additional transportation expense if an explanation is noted as part of the documentation. Otherwise, they are considered to be part of M&IE. A traveler's personal preference does not apply.
 - b. Reimbursement of the purchase of alcoholic beverages, including tax and tip, is prohibited.
6. Meals involving an overnight stay are considered a qualified reimbursement and are not taxable to the traveler; they are calculated as such:
 - a. Day of Departure: A traveler may claim 50% or 100% of the full-day reimbursement rate based on the traveler's destination, i.e. where the traveler will be spending the night.
 - i. Depart prior to Noon/12:00PM – 100% of full-day, less any provided meals
 - ii. Depart after Noon/12:00PM – 50% of full day, less any provided meals
 - b. Days in Between: Allowance is 50% or 100% of the full-day meal reimbursement, less any provided meals.
 - c. Day of Return: A Traveler may claim 50% or 100% of the full-day reimbursement rate of the location the traveler stayed the last night while in travel status, i.e. not the location of traveler's residence or duty post.
 - i. Return prior to Noon/12:00PM – 50% of full-day, less any provided meals
 - ii. Return after Noon/12:00PM – 100% of full-day, less any provided meals
 - d. Single-Night Travel: A traveler may not be reimbursed for more than the full-day reimbursement 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 reimbursement, less any provided meals.
7. Meals that are reimbursed to a traveler when travel does not involve an overnight stay are taxable income and reported on the traveler's W-2.
 - a. Single Day Meal: In travel status minimum of (6) consecutive hours but less than (12) hours - \$12.00
 - b. Extended Day Meal: In travel status minimum of (12) consecutive hours but not overnight - \$19.00
 - c. Reimbursement limits apply regardless of the destination and day/time meals are purchased or consumed and less any provided meals.
8. Allocated Mealtimes for Deduction of Provided Meals:
 - Breakfast: between 12:01AM and 10:00AM
 - Lunch: between 10:01AM and 2:00PM
 - Dinner: between 2:01PM and 12:00 Midnight
9. Event Meals that Exceed Maximum M&IE Reimbursement Rate: Reimbursements for meals during an event in excess of the maximum individual M&IE reimbursement rate may be allowed when:
 - a. The charge for the meal is not included in the event fees – AND –

- b. The meal features a speaker, formal panel discussion, or other activity integral to the purpose of the event. Supporting documentation is required to substantiate the business meal and must be included with the Expense Claim.

Event Meals can be considered Business Meals/Food, reference CMP Policy 420-04 for guidelines.

10. Special Dietary Needs: It is the traveler's responsibility to request, on a timely basis, any needed accommodation from an airline, lodging establishment, event coordinator, etc. to meet a traveler's specific dietary need. If the traveler's request for an accommodation is denied, in order to claim a reimbursement for an expenditure related to a meal that otherwise would have been provided without cost to the traveler, the traveler must provide a statement that details and certifies:
 - a. To whom the request was made and denied (vendor/organization, name of individual and position)
 - b. The reason given for the denial
 - c. The special dietary need(s) of the traveler that could not be accommodated, example: severe gluten allergy (celiac disease) and a pizza/pasta meal is being provided.
11. Business Travel with Personal Time: A traveler is not eligible for M&IE reimbursement until the business event begins, and reimbursement eligibility ends at the conclusion of the event, or the traveler leaves the event - whichever occurs first.

C. Incidentals include, but are not limited to:

- Laundry service
- Housekeeping/cleaning tips
- Room Service tips
- Transportation to and from meals
- Tips for meals
- Meal delivery charges

D. Industry standards for tipping, pre-tax bill amount:

- Sit down restaurant – max. 20%
- Buffett, fast food, or carryout – 0%
- Transportation: Taxi, ride-share, shuttle – max. 15%

Any amount over will not be reimbursed to the traveler.

RESPONSIBILITIES

Traveler: agrees to and will adhere to all university travel policies, will always seek pre-trip authorization and approval from department leadership to expend funds for travel, and will provide all policy required and requested documentation to the travel specialist pre and post travel.

Departmental Supervisors: reviews business travel requests of direct report employees and Volunteers as required by travel policy and verifies business need.

Local Fiscal Oversight Designee: reviews all travel requests and verifies funding source (speedchart, sub_dept, account codes) and determines and communicates any funding caps or limitations.

Departmental Leadership: ensure that only properly qualified and authorized individuals are allowed to travel on official University business for University programs and activities under their direction and control.

Reimbursement Processing Support Unit Staff: initiates and completes all travel expense claims and reimbursement via Expense Report or Check Request; and assists with booking travel upon request.

PROCEDURES

[Justification for Exception to Policy](#)

RELATED INFORMATION

Forms or Tools

[Annual Travel Certification \(ATC\)](#)

[Authorized Driver](#)

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[Traveler Itinerary - *template*](#)

Cross-References

[Comptroller's Office](#)

[NAU Risk Management](#)

[NAU Transit Services – Fleet Services](#)

[The Office of Foreign Assets Control \(OFAC\)](#)

Sources

[State of Arizona Travel Policy](#)

[Arizona Board of Regents Travel Policy](#)

[Arizona Revised Statutes § 38-621 – 38-627](#)

[Fly America Act](#)

APPENDIX

None.

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 545-01
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Out-of-State Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on the additional requirements for travel on university business that is out-of-state.

LINKS

[Exhibit J Form](#)

[Out-of-State Request for Multiple Representation Form](#)

POLICY

TRV 545-01: General Policy

1. Out-of-state travel is to follow standard university travel policy with the exceptions and additional guidance that is outlined in this section.

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 545-02
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Out-of-State Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2014

PURPOSE

To provide policy on the additional requirements for travel on university business that is out-of-state.

LINKS

[Exhibit J Form](#)

[Out-of-State Request for Multiple Representation Form](#)

POLICY

TRV 545-02: Trip Approval	
<ol style="list-style-type: none">1. An employee must obtain prior approval for out-of-state travel from department leadership. This approval may be electronic or written.2. Travel to an out-of-state destination must be transacted in accordance with TRV 525-01: Ground Transportation and TRV 530-01: Air Transportation policies.	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 545-03
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Out-of-State Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on the additional requirements for travel on university business that is out-of-state.

LINKS

[Exhibit J Form](#)

[Out-of-State Request for Multiple Representation Form](#)

POLICY

TRV 545-03: Multiple Representations	
<ol style="list-style-type: none">Multiple representations by employees of the university at an event outside of the state are to be held to a minimum. Attendance by three or more people from a single academic or administrative unit or department must be justified in writing by completing the Out-of-State Request for Multiple Representation form.Research and recruiting travel is an exception to this policy and does not require any additional action.	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 545-04
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Out-of-State Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on the additional requirements for travel on university business that is out-of-state.

LINKS

[Exhibit J Form](#)

[Out-of-State Request for Multiple Representation Form](#)

POLICY

TRV 545-04: Other Out-of-State Restrictions

1. Out-of-state restrictions are highlighted in the following policy points:
 - a. [TRV 525-04: Use of a Personal Motor Vehicle item 2\(a-d\)](#)
 - b. [TRV 525-06: Rental Cars item 2](#)
 - c. [TRV 565-03: Maximum Reimbursement Rates item 2](#)

TRV: 550 – INTERNATIONAL TRAVEL

REASON FOR THIS POLICY

Clear standards for individuals traveling internationally on University business.

ENTITIES AFFECTED BY THIS POLICY

- All units and departments that may authorize University business travel.
- Comptroller's Office
- Reimbursement Processing Support Unit

WHO SHOULD KNOW THIS POLICY

- Individuals who travel for University business
- Supervisors of individuals who travel for University business
- Local Fiscal Oversight (LFO) designees of individuals who travel for University business

POLICY

A. Applicability

This policy applies to all University community members, including faculty, staff, students, agents, and Volunteers who travel for the purpose of conducting University business, which for purposes of this policy excludes normal or everyday personal transportation to and from the workplace.

For the purposes of travel policy, all references to "event" should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

B. General Requirements and Prohibitions

1. International, and any travel outside of the contiguous U.S., including Alaska and Hawaii, is to follow standard university travel policy with the exceptions and additional guidance that is outlined in this section.
2. All international student travel that is credit bearing, must be approved and registered through the Center for International Education's (CIE) approved portal, [Education Abroad](#).
3. A traveler may not claim reimbursement for more than three meals in any single calendar day or (24) consecutive hours.

Reimbursement for meals to destinations outside the contiguous U.S., including Alaska and Hawaii, may not exceed the Department of Defense (DoD) international rates.

- a. The exact reimbursement rate is determined by the country and city the traveler will spend the night, not necessarily where the meal was purchased or will be consumed. Exception is the day of return; meal rate is the location the traveler last stayed overnight.

- b. If a traveler's exact city is not listed, then the default rate for that country applies.
 - c. To determine the reimbursement limitations on meals and incidentals in Alaska, Hawaii, and out-of-country locations, add the DoD *Local Meal Rate* (not the Proportional Meal Rate) to the *Local Incidental Rate* and subtract ten dollars (\$10).
4. Partial day meal and incidental expense (M&IE) reimbursements are calculated by percentage of the total day's reimbursement for:
 - Breakfast 20%
 - Lunch 25%
 - Dinner 55%
5. Lodging costs for destinations outside the contiguous U.S., including Alaska and Hawaii, exclusive of taxes and other mandatory service charges, may not exceed the maximum lodging rate designated by the U.S. Department of Defense (DoD) International Rates. Exceeding maximum lodging rates when unavoidable, must be justified with a business purpose detailing why the accommodations were selected and a Justification for Exception to Policy must be submitted to the Comptroller's Office prior to booking travel. Normally, the individual booking the travel, the traveler, or someone else familiar with the reasons for the accommodation should submit the justification.
6. All travel claims will be submitted in U.S. dollars. If foreign currency conversion is required, use the actual days exchange rate listed on the purchase receipt or, calculate the exchange rate using one of the below online currency converters. The conversion rate must be calculated using the calendar date the purchase was made. A printout, .PDF version, of the currency conversion must be attached to the Expense Claim.
 - <http://www.xe.com/>
 - <http://www.oanda.com/converter>
7. Receipts for reimbursable travel expenses must be translated into English prior to submission for claim processing. All details of the transaction must be translated including vendor name, date, amount, etc. A printout, .PDF version, of the translated receipt must be attached to the Expense Claim. <https://translate.google.com/>
8. Traveling to Countries with a Trade Sanction: For any person traveling to a country with a trade sanction, there is no coverage if the person conducts an illegal or sanctioned activity.

A list of sanctioned countries and summaries concerning travel can be viewed on the website of [The Office of Foreign Assets Control](#). The OFAC website includes the following introduction:

 - a. The Office of Foreign Assets Control ("OFAC") of the U.S. Department of the Treasury administers and enforces economic and trade sanctions against targeted foreign countries, terrorism sponsoring organizations and international narcotics traffickers based on U.S. foreign policy and national security goals. OFAC acts under Presidential wartime and national emergency powers, as well as authority granted by specific legislation, to impose controls on transactions and freeze foreign assets under U.S. jurisdiction. Many of the sanctions are based on United Nations and other international mandates, are multilateral in scope, and involve close cooperation with allied governments.
9. If a person plans travel to a trade sanctioned country, there is a high likelihood that country may also have other high travel risks, political or social unrest, or war. Such countries are subject to change, and a current list is maintained by [NAU Risk Management Services](#).

RESPONSIBILITIES

Traveler: agrees to and will adhere to all university travel policies, will always seek pre-trip authorization and approval from department leadership to expend funds for travel, and will provide all policy required and requested documentation to the travel specialist pre and post travel.

Departmental Supervisors: reviews business travel requests of direct report employees and Volunteers as required by travel policy and verifies business need.

Local Fiscal Oversight Designee: reviews all travel requests and verifies funding source (speedchart,

sub_dept, account codes) and determines and communicates any funding caps or limitations.

Departmental Leadership: ensure that only properly qualified and authorized individuals are allowed to travel on official University business for University programs and activities under their direction and control.

Reimbursement Processing Support Unit Staff: initiates and completes all travel expense claims and reimbursement via Expense Report or Check Request; and assists with booking travel upon request.

PROCEDURES

[Justification for Exception to Policy](#)

RELATED INFORMATION

Forms or Tools

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[Cost Comparison How-To](#)

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[NAU Mileage Log](#)

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[US Department of Defense \(DoD\) Reimbursement Rates – Lodging & Meals Schedule](#)

[Travel Case Submission How-To - *transcript*](#)

[Travel Case Submission Quick Reference](#)

[Travel Advance/Zelle Workbook](#)

[Traveler Itinerary - *template*](#)

Cross-References

[Comptroller's Office](#)

[NAU Risk Management](#)

[NAU Transit Services – Fleet Services](#)

[The Office of Foreign Assets Control \(OFAC\)](#)

Sources

[State of Arizona Travel Policy](#)

[Arizona Board of Regents Travel Policy](#)


[Arizona Revised Statutes § 38-621 – 38-627](#)

[Fly America Act](#)

APPENDIX

None.

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 555-01
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Special Circumstances – Travel Advances	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

[Academic Institutional Excuse form](#)

[NAU Purchasing Card Policy](#)

[Exhibit J form](#)

[Student Team/Group List form](#)

[Meal Money form](#)

[Travel Advance Repayment](#)

POLICY

TRV 555-01: Travel Advances	
<ol style="list-style-type: none"> 1. General Policy <ol style="list-style-type: none"> a. The use of travel cash advances is strongly discouraged. Advances shall be restricted to unusual situations and be documented on Exhibit J and approved by the travel specialist, justification for exception to policy signer and department leadership. b. Advances are issued no more than 5 business days in advance of the departure date. Issuance before that time could be construed as a loan of state resources which is prohibited by the Arizona Constitution. c. The amount of the request is limited to the amounts that are expected to be incurred for meals. d. A travel advance may not exceed 80% of the total estimated meal expense. 2. Travelers Eligible to Receive Advances: <ol style="list-style-type: none"> a. Those who <u>do not</u> meet the definition of frequent travelers, b. Those that are in travel status for minimum of 3 consecutive days, AND c. Those who do not have a PCard; OR d. Other special circumstances may be requested via a justification for exception to policy. 3. Repayment of Advances <ol style="list-style-type: none"> a. The travel advance must be deducted on the Exhibit J form. b. A Travel (Travel Advance Repayment) Reimbursement form must be completed and accompany the reimbursed funds for deposit. c. All excess advance monies must be repaid within 30 days of return date. d. If an outstanding travel advance is not repaid within 60 days, it is the university’s policy to seek remuneration of travel advances through payroll deduction. 	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 555-02
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Special Circumstances	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2013

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

- | | |
|--|--|
| Academic Institutional Excuse form | NAU Purchasing Card Policy |
| Exhibit J form | Student Team/Group List form |
| Meal Money form | |

POLICY

TRV 555-02: Travel within 100 Miles of the Arizona Border	
<ol style="list-style-type: none"> 1. Travel to U.S. states within 100 miles of the border with Arizona may be deemed in-state travel at the discretion of department leadership. 2. The decision to treat a travel transaction as in-state instead of out of state may impact: <ol style="list-style-type: none"> a. Account coding b. The need to prepare a TA c. Use of a personal vehicle d. Maximum reimbursement rates for M&IE and lodging 3. The in-state travel rules must be applied consistently across the travel transaction. 4. Single day and extended day reimbursements should be treated as in-state travel. 	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 555-03
	Section: 500 Travel
	Page 1 of 2
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Special Circumstances	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2014

PURPOSE

To provide policy on the treatment of special travel circumstances.


LINKS

- | | |
|--|--|
| Academic Institutional Excuse form | NAU Purchasing Card Policy |
| Exhibit J form | Student Team/Group List form |
| Meal Money form | |

POLICY

TRV 555-03: Group Travel – Non-Athletic Team	
<p><i>Note: Athletic team/group travel policy is specific to Intercollegiate Athletics and is not covered in this manual.</i></p>	
<ol style="list-style-type: none"> 1. Travel Approvals <ol style="list-style-type: none"> a. Department leadership will approve in advance all official group travel for university business. b. A student Academic Institutional Excuse form and a Student Team/Group List form shall be on file prior to departure. 2. Group Travel Advances <ol style="list-style-type: none"> a. Group travel advances are available for groups who expect to have reimbursable meal and lodging expenses that cannot be charged on a credit card. b. The travel advance will be issued to the individual responsible for the advanced funds and associated documentation. This individual is responsible for settling the advance and ensuring that the expense is allocated to the appropriate funding source. c. Group travel advances for \$100 or more are issued for 100 percent of the estimated meal and lodging expenses for students. d. Group travel advances for \$100 or more are issued for 80 percent of the estimated meal and lodging expenses for employees. e. The advance is issued in the form of an EFT or university check payable to the responsible traveler. 3. Repayment of Group Advances <ol style="list-style-type: none"> a. An Exhibit J must be submitted no later than five days after returning from the trip. b. Excess advance monies must be repaid within 30 days. c. The travel advance must be deducted on the Exhibit J form. d. An Exhibit J form must be completed for all travel expenses. The Academic Institutional Excuse and the Student Team/Group List form must be attached to the travelers' Exhibit J. 	

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Subject: Special Circumstances	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2014

<p>e. Meal and incidental expense (M&IE) allocated to accompanying travelers must be documented on the Meal Money form and attached to the Exhibit J form.</p> <p>f. If an outstanding travel advance is not repaid within 60 days, it is the university's policy to seek remuneration of travel advances through payroll deduction.</p>	
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	Origination date: 01/01/2000
Subject: Special Circumstances	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 07/01/2013

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

[Academic Institutional Excuse form](#)

[NAU Purchasing Card Policy](#)

[Exhibit J form](#)


[Student Team/Group List form](#)

[Meal Money form](#)

POLICY

TRV 555-04: Package or Group Discounts	
<ol style="list-style-type: none"> 1. When using websites (such as Expedia, Travelocity, Hotwire, etc.) to make travel arrangements using package deals, documentation is required for each specific item included in the package such as airfare, hotel, and rental car. 2. Documentation should be provided to substantiate the conformance with set rates as established in travel policy. 3. If such documentation cannot be obtained from the website or vendors, the traveler is responsible for comparing the package price to the separate coach airfare rates, hotel rates and vehicle rental rates and providing documentation to reflect that the package price is less expensive than fares allowed individually. 4. When the website documentation is not sufficiently detailed, a signed statement by the employee who arranged the travel (along with documentation from separate coach airfare rates, hotel rates, etc.) referencing the comparison above is to be attached to the travel claim to certify that a reasonable effort was made to procure the best price for the university. 	

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Subject: Avoiding Appearance of Personal Benefit	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009


PURPOSE

To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-01: Extension of Travel Time to Reduce or Save Cost	
<ol style="list-style-type: none">1. Department leadership may authorize a traveler to extend the duration of domestic travel to reduce or save travel costs.2. If the additional costs of lodging, car rental, and meals and incidental expenses (M&IE) (subject to the reimbursement rate caps) incurred within the vicinity of the business destination do not exceed the amount saved through the reduced airfare, the trip may be extended and the additional costs reimbursed by the university.	

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Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE


To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-02: Business and Personal Travel Combined

1. Department leadership may authorize a traveler to extend a business trip using vacation time.
2. The traveler will only be reimbursed for lodging expenses and M&IE for the days the traveler is doing business for the university, to include the initial travel to and from the temporary duty post.
3. If any travel costs, including transportation expenses, are increased due to personal extension, the traveler will be responsible for the difference.
4. If the travel is to a destination located outside the U.S., the cost of transportation may also need to be prorated for personal use.
5. All additional costs will be the responsibility of the traveler.
6. The University may authorize a traveler to combine business and personal travel.
 - a. Only expenses incurred on the days the traveler is doing University business will be reimbursed.
 - b. If personal travel occurs during time normally scheduled for work, the traveler must charge the time to annual leave.
 - c. If transportation costs are increased due to a lengthened trip, the traveler is responsible for the increase and, rather than the University using its P-card, the traveler must pay for the transportation and lodging using a personal credit card or other means of prepayment and be reimbursed by the University for the business portion of the fare after completion of the trip.
 - d. To determine the amount of reimbursement, determine what the cost of the business portion of the fare, independent of the personal portion would have been. The cost of the business portion of the fare is the lowest fare that would have been or would be available for the business portion of the trip if the business travel were booked at least two weeks in advance of departure and neither the departure or the return were to fall on a holiday weekend.
 - e. You must get at least two quotes showing the business portion only versus adding personal time to the fare.

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PURPOSE

To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY


TRV 560-03: Lodging at a Second Residence or Friend/Relative’s Home

1. In the event an individual is on assignment away from his primary duty post in a location where the traveler maintains a second residence, department leadership may, for the period of the assignment, designate the second residence as the primary personal residence for the intent of NAU travel policy only.
2. Lodging at Second Residence **NOT** Designated the Primary Residence or Friend/Relative’s Home
 - a. Lodging expenses are not reimbursable.
 - b. M&IE may be reimbursed for the actual amount paid or the maximum reimbursement rate – whichever is lower.
 - c. Daily mileage between the residence and the temporary duty post is reimbursable.
 - d. Round trip mileage from the regular duty post to the lodging or temporary duty post is reimbursable. If the traveler begins the trip at the “normal” primary residence, commute miles must be deducted from the mileage calculation.
3. Lodging at Second Residence **Designated the Primary Residence** by Department Leadership
 - a. Lodging expenses are not reimbursable.
 - b. M&IE are not reimbursable.
 - c. Daily mileage between the residence and the temporary duty post is not reimbursable.
 - d. Round trip mileage from the regular duty post to the lodging or temporary duty post is reimbursable. If the traveler begins the trip at the “normal” primary residence, commute miles must be deducted from the mileage calculation.

The following chart is a visual representation of the interpretation of the policy stated above:


	Lodged at Hotel	Lodged at Friend or Relative’s Home	Lodged at Second Residence NOT Designated Primary	Lodged at Second Residence DESIGNATED Primary
Lodging Expense	Reimbursable	Not reimbursable	Not reimbursable	Not reimbursable
Meals and Incidental Expense	Reimbursable	Reimbursable	Reimbursable	Not reimbursable

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<u>Mileage Expense</u>				
Temporary Lodging to the Temporary Duty Post	Reimbursable	Reimbursable	Reimbursable	Not Reimbursable
AND				
Between <u>regular duty post</u> and temporary duty post or temporary lodging	Reimbursable	Reimbursable	Reimbursable	Reimbursable
OR				
Between the <u>primary residence</u> and temporary duty post or temporary lodging	Reimbursable less commute miles	Reimbursable less commute miles	Reimbursable less commute miles	Reimbursable less commute miles

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PURPOSE


To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-04: Indirect or Interrupted Travel Itineraries

1. Advance department leadership approval is required when a traveler takes an indirect route or interrupts travel by a direct route.
2. Changes to a traveler's itinerary that occur after departure must be for university business and approved by department leadership in order to be eligible for reimbursement for additional expenses.
3. Any resulting additional expenses that are not pre-approved by department leadership will be the responsibility of the traveler.
4. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less.

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PURPOSE

To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-05: Optional Event Registration Fees	
1. Optional registration fees such as those for recreational or social activities should not be reimbursed unless they can be tied to a specific business purpose and supported with documentation.	

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PURPOSE

To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-06: Travelers with Physical Disabilities

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|--|--|
| <ol style="list-style-type: none"> 1. Department leadership may approve expenses deemed necessary to provide reasonable accommodation to an employee with a special need that is either: <ol style="list-style-type: none"> a. Clearly visible and discernible; or b. Substantiated in writing by a competent medical authority.
 2. Travel expenses reimbursed for special needs travel include expenses deemed necessary to accommodate the employee, but are not limited to, the following expenses: <ol style="list-style-type: none"> a. Transportation and expenses incurred by a family member or other attendant who must travel with the traveler to make the trip possible; b. Specialized transportation to, from, and/or at the temporary duty location; c. Specialized services provided by a common carrier to accommodate the special need; d. Costs for handling baggage that are a direct result of the special need; e. Renting and/or transporting a wheelchair; f. Premium-class accommodations when necessary to accommodate the special need; g. Services of an attendant, when necessary, to accommodate special needs. | |
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Subject: Long Term Travel	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 08/10/2009

PURPOSE

To provide policy on the treatment of expenses and reimbursements for travel that exceeds 30 days.

LINKS

[State of Arizona Travel Policy Supplement I](#)

POLICY

TRV 565-01: Travel Longer Than 30 Days but Less Than One Year	
<ol style="list-style-type: none"> 1. First seven days of travel – Travelers are allowed reimbursement using the regular lodging and meal and incidental expenses (M&IE) reimbursement rates for a period not to exceed seven days while arranging for long-term accommodations. 2. Actual lodging expense – Actual lodging expense is reimbursed including all related costs such as rent, electricity, gas, water, and standard telephone charge up to the maximum reimbursement rate as listed in the State of Arizona Travel Policy Supplement I. Original receipts are required for all charges requested for reimbursement. The itemized portion of the telephone bill must accompany the reimbursement claim to identify business calls if more than the monthly local service charge is to be reimbursed. 3. Reduced reimbursement rates – Travelers temporarily assigned to one in-state duty post that is in excess of 50 miles from the traveler’s personal residence and regular duty post for periods of 30 days or more, are reimbursed for lodging and meal and incidental expenses at a reduced maximum reimbursement rate listed in the State of Arizona Travel Policy Supplement I. 4. Temporary visits home – If a traveler returns to the traveler’s residence during travel for personal reasons, the roundtrip transportation expense between the temporary duty post and the personal residence is reimbursed if the trip is pre-planned and the traveler will be in continuous travel for 30 days or more. Meal and incidental expense is not reimbursed for meals consumed at the traveler’s personal residence or within 50 miles of the personal residence. 	

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PURPOSE

To provide policy on the treatment of expenses and reimbursements for travel that exceeds 30 days.

LINKS

[State of Arizona Travel Policy Supplement I](#)

POLICY

TRV 565-02: Travel Longer Than One Year

1. Travel away from a personal residence or regular duty post that lasts more than one year in a single work location is considered indefinite. Any travel expenses reimbursed during that period must be treated as taxable income subject to withholding for income and employment taxes (i.e., social security, Medicare, mandatory retirement contribution, etc.).
2. An indefinite assignment that is realistically expected to last more than one year shall be considered indefinite regardless of whether it actually exceeds one year. Thus, any amounts withheld in connection with the employee's travel expense reimbursements would not be refundable if the assignment ends prematurely.
3. If a temporary assignment is realistically expected to last for one year or less, but at some later date is extended to exceed one year, then the assignment shall be treated as temporary until the date the employee's or employer's realistic expectations change. Thus, travel expense reimbursements would not be taxable for the period of the assignment that was expected to be temporary. Travel expenses reimbursed thereafter must be included in the employee's income subject to withholding.

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PURPOSE

To provide policy on the treatment of expenses and reimbursements for travel that exceeds 30 days.

LINKS

[State of Arizona Travel Policy Supplement I](#)

POLICY

TRV 565-03: Maximum Reimbursement Rates	
1. Reimbursement rates for <u>in-state</u> long-term travel are established and listed in the State of Arizona Travel Policy Supplement I.	
2. Reimbursement rates for <u>out-of-state</u> long-term travel will be determined on a case by case basis. Please contact the Comptroller’s Office for guidance.	