


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 510-01
	Section: 500 Travel
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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: 03/21/17

PURPOSE

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

LINKS

[Annual Travel Certification form](#)

[Exception to Policy Signer Authorization form](#)

[Authorized Driver Policy and Procedure](#)

[Exhibit J form](#)

[Exception to Policy Signer Lookup list](#)

[Travel Worksheet](#)


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 verbal, 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
7. Assign a travel specialist to understand the travel policy and procedures, communicate these to the travelers, and ensure compliance by the traveler.

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<ol style="list-style-type: none">8. Require the travel specialist to attend travel refresher training once per year.9. Monitor frequency and appropriateness of requests 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. This includes that they have a valid driver's license and proof of liability insurance (if a personal vehicle or rental vehicle is to be used).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 carry motor vehicle liability insurance.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.	
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