


COMPTROLLER POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 515-01
	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: 07/01/2014

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)

[Exhibit J form](#)

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. Faculty and staff must have paid or incurred expenses while performing services as an employee of NAU.
6. [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.
7. [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.