


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 515-02
	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](#)


[Exhibit J form](#)

POLICY

TRV 515-02: Substantiation of Travel Expenses

1. Original itemized receipts that illustrate proof of payment are required for the reimbursement of the following expenses:
 - a. All airline expenses
 - b. All lodging expenses
 - c. All rental car expenses
 - d. All common carrier or train expenses
 - 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. All other individual expenses (including tax) of \$25 or more
 - k. Any 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
 - 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 an exception to policy signer.
 - b. If the original receipt is lost and a photocopy is not available and a copy cannot be obtained 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

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night and the total cost of the lodging.	
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 an exception to policy signer.	