


## COMPTROLLER POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 515-07</b>
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: General Travel Policy</b>	Effective date: 01/01/2000
Source: University Policy <a href="#">State of Arizona Travel Policy</a> <a href="#">State of Arizona Travel Policy Supplements I - V</a> <a href="#">A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02</a>	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 515-07: Personal Expenses

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.
  - 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. Exceptions may be granted by 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