

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 520-03
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Travel Exceptions	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: 08/10/2012

PURPOSE

To provide policy on exceptions to travel 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

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| Blanket Exception to Policy form | Exception to Policy Signer Authorization form |
| Exception to Policy Signer Lookup list | Exhibit J 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 of Exception	
<ol style="list-style-type: none"> 1. Exception to policy reimbursements 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 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. 	