

## COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 520-04</b>
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Travel Exceptions</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>	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

[Blanket Exception to Policy form](#)

[Exception to Policy Signer Authorization form](#)

[Exception to Policy Signer Lookup list](#)

[Exhibit J form](#)

### POLICY

*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.*

#### TRV 520-04: Blanket Letter of Exception

1. Blanket memorandums of exception are acceptable if they are completed in detail on the Blanket Exception to Policy form and signed by the exception to policy signer, department leadership and a travel coordinator in the Comptroller’s Office.
2. These forms must be renewed on an annual fiscal year basis.