

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 520-05
	Section: 500 Travel
	Page 1 of 2
	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

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 520-05: Examples of Activities or Exceptions to Policy that Require an Exception

1. Event lodging expense that exceeds both the single room rate listed in the event brochure and the reimbursement rate for the area of travel. [TRV 535-03: Designated Lodging for an Event items 1 and 2.](#)
2. Out-of-State travel requiring attendance by three or more individuals from a single academic or administrative unit or department. [TRV 545-03: Multiple Representations items 1 and 2.](#)
3. No TA created when requesting a cash advance [TRV 515-04: Processing of Travel Expenses item 2.](#)
4. Expense Report processed over 30 days after return from travel. [TRV 515-04: Processing of Travel Expenses item 6.](#)
5. Use of rental vehicle for transport to an out-of-state destination. [TRV 525-06: Rental Cars item 2.](#)
6. Unusual circumstances requiring the upgrade of rental vehicle type. [TRV 525-06: Rental Cars item 8\(c\).](#)

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| <ol style="list-style-type: none">7. Personal vehicle driven out-of-state. TRV 525-04 Use of a Personal Motor Vehicle item 2.8. Use of alternate transportation to/from an event when shuttle service is provided at a reduced rate. TRV 525-08: Shuttle Transportation item 1.9. Use of rental car when staying at the designated event lodging. TRV 525-06: Rental Cars item 3(b). | |
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