

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 525-06
	Section: 500 Travel
	Page 1 of 2
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Ground Transportation	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: 07/01/2013

PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

- | | |
|--|---|
| Annual Travel Certification form | NAU Transportation Service Center Home Page |
| Authorized Driver Policy and Procedure | Property and Liability Insurance Services |
| Exhibit J form | State of Arizona Travel Policy Supplement I |
| NAU Transportation Service Center General Info | |

POLICY

TRV 525-06: Rental Cars	EXAMPLE 04
<ol style="list-style-type: none"> 1. The original rental car contract and receipt received from the rental car company are required for reimbursement. 2. For Transport to a Destination Out-of-State <ol style="list-style-type: none"> a. Justification for rented vehicles for travel to an out-of-state destination must be authorized by the exception to policy signer on the Exhibit J. 3. Transportation at the point of destination <ol style="list-style-type: none"> a. Rented or leased vehicles may be used for ground transportation at the point of destination when it is in the best interests of the university to do so. Leased vehicles must not be used when taxis, buses and other alternatives are more economical. b. Rental vehicles are not allowed when staying at a designated place of lodging listed in the brochure, agenda, etc. If rental car is obtained, justification is required and approved by the exception to policy signer. 4. Collision Damage Waiver Coverage (CDW) <ol style="list-style-type: none"> a. Collision Damage Waiver insurance should be purchased for all out-of-state car rentals. CDW is allowable for in-state rentals but is not required. 5. Insurance <ol style="list-style-type: none"> a. When a traveler rents a motor vehicle for university business using the university PCard, the traveler and vehicle are insured for liability and physical damage losses through the university's insurance program. b. Vehicle liability insurance is not considered rental vehicle expenses and will not be reimbursed. 	

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- c. Vehicle insurance purchased at the direction of Property and Liability Insurance Services for vehicles rented outside of the U.S. is considered a legitimate rental vehicle expense and will be reimbursed.
 - d. Proof-of-insurance cards are available from Property and Liability Insurance Services and should be obtained prior to renting a motor vehicle.
6. Mileage
- a. Travelers using rented vehicles will not be allowed to claim mileage.
7. Reimbursement for Fuel
- a. Reasonable gasoline purchase will be reimbursable if original receipts are provided.
8. Prepaid Fuel Option
- a. The pre-purchase of a tank of gas at the time of the vehicle rental that allows the traveler to return the rental vehicle without having to refill the tank. Refunds are not given for unused gas from the rental vehicle company. The cost effectiveness of this option is difficult to achieve and substantiate. As a result, this option is not to be used and will not be reimbursed.
9. Guidelines for Car Rental Equipment
- a. Optional equipment rentals such as GPS units, satellite radio, etc. are not reimbursable expenses.
 - b. Guidelines for Size of Car to be Rented
 - c. Travel of a week or less
 - i. One to two individuals - compact vehicle.
 - ii. Three individuals – intermediate/mid-size vehicle.
 - iii. Four individuals –intermediate/standard size vehicle.
 - d. Travel of a week or more
 - i. One individual – compact vehicle.
 - ii. Two or three individuals - an intermediate/mid-size size vehicle.
 - iii. Four or more individuals – approval for a vehicle that meets their needs as recommended by the department.
10. If there are unusual circumstances which make the above criteria unworkable, department leadership may make an exception to policy for an appropriate size vehicle upon receipt of a properly substantiated justification.