COMPTROLLER TRAVEL POLICY MANUAL

NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 525-08
	Section: 500 Travel
	Page 1 of 1
OTTI VERSITI	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Ground Transportation	Effective date: 01/01/2000
Source: University Policy	Revision date: 07/01/2013
State of Arizona Travel Policy	
State of Arizona Travel Policy Supplements I - V	
A.R.S. §38-621 through A.R.S. §38-627	

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 525-08: Shuttle Transportation

- 1. If shuttle service is offered for a rate less than a taxi, limo, etc., the traveler must use this service.
- 2. If this service is not used and an expense for transportation is incurred, justification describing the business purpose written by the traveler must be submitted with the original itemized receipt for the transaction if the expense exceeds \$25. The exception to policy must be approved by the exception to policy signer.
- 3. Tips in excess of, or unrelated to, the industry standard \$1 per bag for tipping on baggage handling, will be paid from the traveler's meals and incidentals (M&IE) reimbursement.