

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 525-09
	Section: 500 Travel
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	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 525-09: Transportation to Meals at Destination

1. If suitable meals can be obtained within a reasonable walking distance of lodging or temporary duty post then the total of the meal, tax, tip, incidental expenses and any transportation cost expense may not exceed the maximum allowable meal reimbursement rate.
2. If suitable meals cannot be obtained within a reasonable walking distance of lodging or temporary duty post then transportation cost to a restaurant is reimbursable as a transportation expense.