

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 530-01
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Air 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: 05/15/2013

PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

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| Exhibit J form | Fly America Act |
| Property and Liability Insurance Services | State of Arizona Travel Policy Supplement V |

POLICY

TRV 530-01: General Requirements for Transportation Expenses	
<ol style="list-style-type: none"> 1. Transportation expenses may be incurred and reimbursed for authorized travel on university business. 2. Transportation means are to be selected based on the most reasonable and customary mode of transportation, the most commonly traveled route consistent with the authorized purpose of the trip, time effectiveness and for the benefit of the university. The principles of this section apply regardless of the mode of transportation selected. 3. Reimbursement for commercial or chartered aircraft may not exceed the actual amount the traveler paid. 4. Reimbursement for the following expenses must be substantiated by original itemized receipts that illustrate proof of payment: <ol style="list-style-type: none"> a. All airline expenses b. All airport motor vehicle parking expenses c. All chartered aircraft and aircraft rental and fuel expenses d. All aircraft landing and aircraft parking fees 5. Original itemized receipts that illustrate proof of payment should be attached to the Exhibit J. However, if the PCard was used to incur the expense, the original itemized receipt should be filed with the PCard log and a copy of the receipt should be attached to the Exhibit J. 6. If the traveler is traveling free as a result of a frequent traveler award or similar program, the transportation cost is recorded on the Exhibit J as zero. 7. Reimbursement of cancelation and late fees is discouraged. However, they are reimbursable at the discretion of department leadership in unusual circumstances provided that the business purpose is documented and attached to the reimbursement claim form. They should not be reimbursed when the fee is incurred for personal purposes and are considered avoidable. 	