

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 530-02
	Section: 500 Travel
	Page 1 of 1
	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

[Exhibit J form](#)

[Fly America Act](#)

[Property and Liability Insurance Services](#)

[State of Arizona Travel Policy Supplement V](#)

POLICY

TRV 530-02: Commercial Airline	
<ol style="list-style-type: none">1. Most economical fare<ol style="list-style-type: none">a. Coach, economy or other discounted class of fare must be used for commercial airline travel.b. Travelers and travel specialists will check for the lowest total fare including additional fees such as reservation, checked baggage, seat assignments, etc. and consider connecting flights when practical.2. Fees<ol style="list-style-type: none">a. Processing fees are an allowable expense when documented on an original receipt or itinerary as an extra fee.b. Baggage handling and storage fees are reimbursed at the discretion of department leadership. Gratuities are limited to the industry standard for tipping on baggage of \$1 per bag. Gratuity in excess of \$1 per bag is considered part of M&IE and will not be reimbursed.c. Flight insurance purchased by the traveler is not reimbursable.3. Airport parking and transportation<ol style="list-style-type: none">a. Airport parking and mileage expense for a privately-owned motor vehicle is allowed only if less than roundtrip taxi fare between the traveler’s residence and the airport, or duty post and airport, whichever is applicable.b. Airport parking will be reimbursed at daily rates no higher than the discounted parking rates listed for Phoenix and Tucson. Refer to the State of Arizona Travel Policy Supplement V for a listing of these rates.c. If a traveler is dropped off or picked up at the airport terminal using a privately-owned vehicle, no parking is reimbursable.	