

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 530-04
	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

[Exhibit J form](#)

[Fly America Act](#)

[Property and Liability Insurance Services](#)

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

POLICY

TRV 530-04: Chartered Flights

1. Chartered aircraft for travel is allowed provided a common carrier is not feasible or an alternate mode of travel is impractical. Department leadership, not the traveler, will determine if such travel is justified and is in the best interest of the university.
2. Chartered air service may only be obtained from FAA licensed commercial flight operators.