

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 535-02
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Lodging	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: 08/10/2009

PURPOSE

To provide policy on lodging expenses and reimbursements.

LINKS

[Department of Defense international rates](#)

[NAU Telecommunications](#)

[Exhibit J form](#)

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

POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 535-02: Telephone and Communication Expenses

1. Business-related communications charges, including those incurred at a hotel business center are reimbursable if documented by original receipts or are included in the itemized lodging receipt. Examples of business-related communication charges include phone calls, internet fees and faxes.
2. Business-related calls should be noted as such on hotel receipt.
3. Personal phone calls are not reimbursable.
4. University calling cards are available through Telecommunications at x31511. No other phone cards are allowed.