

COMPTROLLER TRAVEL POLICY MANUAL

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|  NORTHERN ARIZONA UNIVERSITY | POLICY: TRV 535-04 |
| | Section: 500 Travel |
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| | 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 535-04: Shared Lodging

1. Shared lodging with another traveler on NAU business– Reimbursement per person will not exceed the amount allowable per person of the actual cost of a single occupant room plus taxes and all mandatory service charges (parking, resort fees, etc.) that are charged by the facility and not required by law.
2. Shared lodging with a traveler NOT on NAU business– When lodging is shared with an individual not on NAU business (such as a spouse), reimbursement shall not exceed the actual cost of a single occupant room plus taxes and all mandatory service charges (parking, resort fees, etc.) that are charged by the facility and not required by law.