

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 535-05
	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 535-05: Shared Lodging Computations

Below are three methods for requesting reimbursement when lodging is shared with a NAU traveler:

1. Each traveler obtains a separate original lodging receipt for each traveler's portion of the lodging cost. The total of the two (or more) lodging receipts cannot exceed the total lodging cost. When a room is to be shared, the travelers may request separate receipts when they register or check-in.
2. If the establishment cannot issue separate original lodging receipts to each traveler, one traveler may submit the original lodging receipt and the other traveler(s) may submit photocopies. However, each receipt (original and photocopies) must be marked "Shared Lodging" and must include the names of all travelers sharing the room. Photocopies must be signed by the traveler and his supervisor. No photocopies will be accepted without these original signatures.
3. If the establishment cannot issue separate original lodging receipts, one traveler may submit the original receipt for the total lodging cost. The lodging receipt must indicate the names of all university travelers who shared the room.