

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 545-03
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Out-of-State Travel	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 the additional requirements for travel on university business that is out-of-state.

LINKS

[Exhibit J form](#)

[Out-of-State Request for Multiple Representation form](#)

POLICY

TRV 545-03: Multiple Representations	EXAMPLE 04
<ol style="list-style-type: none">Multiple representations by employees of the university at an event outside of the state are to be held to a minimum. Attendance by three or more people from a single academic or administrative unit or department must be justified in writing by marking the “Multiple Representation” exception on the Exhibit J or completing the Out-of-State Request for Multiple Representation form.Research and recruiting travel is an exception to this policy and does not require any additional action.	