

## COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 545-03</b>
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Out-of-State Travel</b>	Effective date: 01/01/2000
Source: University Policy <a href="#">State of Arizona Travel Policy</a> <a href="#">State of Arizona Travel Policy Supplements I - V</a> <a href="#">A.R.S. §38-621 through A.R.S. §38-627</a>	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

1. 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.
2. Research and recruiting travel is an exception to this policy and does not require any additional action.