

COMPTROLLER TRAVEL POLICY MANUAL

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|  NORTHERN ARIZONA UNIVERSITY | POLICY: TRV 555-01 |
| | Section: 500 Travel |
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| | Responsible office: Comptroller |
| | Origination date: 01/01/2000 |
| Subject: Special Circumstances | 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: 07/01/2014 |

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

[Academic Institutional Excuse form](#)

[NAU Purchasing Card Policy](#)

[Exhibit J form](#)

[Student Team/Group List form](#)

[Meal Money form](#)

[Travel Advance Repayment](#)

POLICY

TRV 555-01: Travel Advances

1. General Policy
 - a. The use of travel cash advances is strongly discouraged. Advances shall be restricted to unusual situations and be documented on Exhibit J and approved by the travel specialist, exception to policy signer and department leadership.
 - b. Advances are issued no more than 5 business days in advance of the departure date. Issuance before that time could be construed as a loan of state resources which is prohibited by the Arizona Constitution.
 - c. The amount of the request is limited to the amounts that are expected to be incurred for lodging and meals.
 - d. A travel advance may not exceed 80% of the total estimated meals and lodging expenses.
 - e. The NAU Purchasing Card should be used whenever possible for payment of lodging to minimize the need for travel advances. If a department and/or traveler choose not to apply for the use of the purchasing card, a personal credit card may be used.
2. Travelers Eligible to Receive Advances:
 - a. Those who do not meet the definition of [frequent travelers](#).
 - b. Those that are in travel status for minimum of 3 consecutive days, AND
 - c. Those who do not have a PCard; OR
 - d. Those with other special circumstances at the discretion of the department leadership. Exception to policy must be stated on the Exhibit J document.
3. Repayment of Advances
 - a. The travel advance must be deducted on the Exhibit J form.
 - b. A Travel ([Travel Advance Repayment](#)) Reimbursement form must be completed and accompany the reimbursed funds for deposit.
 - c. All excess advance monies must be repaid within 30 days of return date.
 - d. If an outstanding travel advance is not repaid within 60 days, it is the university's policy to seek remuneration of travel advances through payroll deduction.