

## COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 555-02</b>
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Special Circumstances</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: 07/01/2013

### 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](#)

### POLICY

#### TRV 555-02: Travel within 100 Miles of the Arizona Border

1. Travel to U.S. states within 100 miles of the border with Arizona may be deemed in-state travel at the discretion of department leadership.
2. The decision to treat a travel transaction as in-state instead of out of state may impact:
  - a. Account coding
  - b. The need to prepare a TA
  - c. Use of a personal vehicle
  - d. Maximum reimbursement rates for M&IE and lodging
3. The in-state travel rules must be applied consistently across the travel transaction.
4. Single day and extended day reimbursements should be treated as in-state travel.