

**COMPTROLLER TRAVEL POLICY MANUAL**

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 555-03</b>
	Section: 500 Travel
	Page 1 of 1
	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**

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| <a href="#">Academic Institutional Excuse form</a> | <a href="#">NAU Purchasing Card Policy</a>   |
| <a href="#">Exhibit J form</a>                     | <a href="#">Student Team/Group List form</a> |
| <a href="#">Meal Money form</a>                    |  |

**POLICY**

<b>TRV 555-03: Group Travel – Non-Athletic Team</b>	<b>EXAMPLE 09</b>
<p><i>Note: Athletic team/group travel policy is specific to Intercollegiate Athletics and is not covered in this manual.</i></p> <ol style="list-style-type: none"> <li>1. Travel Approvals               <ol style="list-style-type: none"> <li>a. Department leadership will approve in advance all official group travel for university business.</li> <li>b. A student Academic Institutional Excuse form and a Student Team/Group List form shall be on file prior to departure.</li> </ol> </li> <li>2. Group Travel Advances               <ol style="list-style-type: none"> <li>a. Group travel advances are available for groups who expect to have reimbursable meal and lodging expenses that cannot be charged on a credit card.</li> <li>b. The travel advance will be issued to the individual responsible for the advanced funds and associated documentation.</li> <li>c. Group travel advances for \$100 or more are issued for 100 percent of the estimated meal and lodging expenses for students.</li> <li>d. Group travel advances for \$100 or more are issued for 80 percent of the estimated meal and lodging expenses for employees.</li> <li>e. The advance is issued in the form of an EFT or university check payable to the responsible traveler.</li> </ol> </li> <li>3. Repayment of Group Advances               <ol style="list-style-type: none"> <li>a. An Exhibit J must be submitted no later than five days after returning from the trip.</li> <li>b. Excess advance monies must be repaid within 30 days.</li> <li>c. The travel advance must be deducted on the Exhibit J form.</li> <li>d. An Exhibit J form must be completed for all travel expenses. The Academic Institutional Excuse and the Student Team/Group List form must be attached to the travelers' Exhibit J.</li> <li>e. Meal and incidental expense (M&amp;IE) allocated to accompanying travelers must be documented on the Meal Money form and attached to the Exhibit J form.</li> <li>f. 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.</li> </ol> </li> </ol>	<p><b>ADDED 7/1/13 30 days to repay excess advance</b></p>