


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 560-01
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Avoiding Appearance of Personal Benefit	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 treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-01: Extension of Travel Time to Reduce or Save Cost	
<ol style="list-style-type: none">1. Department leadership may authorize a traveler to extend the duration of domestic travel to reduce or save travel costs.2. If the additional costs of lodging, car rental, and meals and incidental expenses (M&IE) (subject to the reimbursement rate caps) incurred within the vicinity of the business destination do not exceed the amount saved through the reduced airfare, the trip may be extended and the additional costs reimbursed by the university.	