


COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 560-02</b>
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Avoiding Appearance of Personal Benefit</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 treatment of travel reimbursements that have the potential of the appearance of personal benefit.

**POLICY**

<b>TRV 560-02: Business and Personal Travel Combined</b>	<b>EXAMPLE 08</b>
<ol style="list-style-type: none"><li>1. Department leadership may authorize a traveler to extend a business trip using vacation time.</li><li>2. The traveler will only be reimbursed for lodging expenses and M&amp;IE for the days the traveler is doing business for the university, to include the initial travel to and from the temporary duty post.</li><li>3. If any travel costs, including transportation expenses, are increased due to personal extension, the traveler will be responsible for the difference.</li><li>4. If the travel is to a destination located outside the U.S., the cost of transportation may also need to be prorated for personal use.</li><li>5. All additional costs will be the responsibility of the traveler.</li></ol>	<b>EXAMPLE 02</b>