


COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 560-06</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 560-06: Travelers with Physical Disabilities</b>	
<ol style="list-style-type: none"><li>1. Department leadership may approve expenses deemed necessary to provide reasonable accommodation to an employee with a special need that is either:<ol style="list-style-type: none"><li>a. Clearly visible and discernible; or</li><li>b. Substantiated in writing by a competent medical authority.</li></ol></li> <li>2. Travel expenses reimbursed for special needs travel include expenses deemed necessary to accommodate the employee, but are not limited to, the following expenses:<ol style="list-style-type: none"><li>a. Transportation and expenses incurred by a family member or other attendant who must travel with the traveler to make the trip possible;</li><li>b. Specialized transportation to, from, and/or at the temporary duty location;</li><li>c. Specialized services provided by a common carrier to accommodate the special need;</li><li>d. Costs for handling baggage that are a direct result of the special need;</li><li>e. Renting and/or transporting a wheelchair;</li><li>f. Premium-class accommodations when necessary to accommodate the special need;</li><li>g. Services of an attendant, when necessary, to accommodate special needs.</li></ol></li></ol>	