

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 565-01
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Long Term Travel	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 expenses and reimbursements for travel that exceeds 30 days.

LINKS

[State of Arizona Travel Policy Supplement I](#)

POLICY

TRV 565-01: Travel Longer Than 30 Days but Less Than One Year

1. First seven days of travel – Travelers are allowed reimbursement using the regular lodging and meal and incidental expenses (M&IE) reimbursement rates for a period not to exceed seven days while arranging for long-term accommodations.
2. Actual lodging expense – Actual lodging expense is reimbursed including all related costs such as rent, electricity, gas, water, and standard telephone charge up to the maximum reimbursement rate as listed in the State of Arizona Travel Policy Supplement I. Original receipts are required for all charges requested for reimbursement. The itemized portion of the telephone bill must accompany the reimbursement claim to identify business calls if more than the monthly local service charge is to be reimbursed.
3. Reduced reimbursement rates – Travelers temporarily assigned to one in-state duty post that is in excess of 50 miles from the traveler’s personal residence and regular duty post for periods of 30 days or more, are reimbursed for lodging and meal and incidental expenses at a reduced maximum reimbursement rate listed in the State of Arizona Travel Policy Supplement I.
4. Temporary visits home – If a traveler returns to the traveler’s residence during travel for personal reasons, the roundtrip transportation expense between the temporary duty post and the personal residence is reimbursed if the trip is pre-planned and the traveler will be in continuous travel for 30 days or more. Meal and incidental expense is not reimbursed for meals consumed at the traveler’s personal residence or within 50 miles of the personal residence.