

COMPTROLLER TRAVEL POLICY MANUAL

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|  NORTHERN ARIZONA UNIVERSITY | POLICY: TRV EX05 |
| | Section: Examples |
| | Page 1 of 2 |
| | Responsible office: Comptroller |
| | Origination date: 08/10/2009 |
| Subject: Travel Examples | Effective date: 08/10/2009 |
| Source: University Policy TRV540-01(2); TRV540-02; TRV540-03; TRV540-05 | Revision date: 08/10/2009 |

These examples are for illustration purposes only. The rates in effect as of January 1, 2008 for Hotel, Meals and Incidental Expenses, and Mileage were used. Please verify the current rates before basing calculating reimbursements. These examples may not apply in all circumstances. Please call the Comptroller – Travel Coordinator if you have any questions.

MEALS: PARTIAL DAY AND PROVIDED

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| <p>TRV540-02</p> | <p>Jean Smith has an event in Fort Lauderdale, FL.</p> <ul style="list-style-type: none"> • The best flight she can get departs Phoenix at 1pm, and arrives in Atlanta, GA at 6:30pm. Her connecting flight departs Atlanta at 8:45pm and arrives in Miami at 10:30pm. She will drive to Fort Lauderdale, arriving around 11:30 pm. • She needs to be at the Phoenix airport well before noon. She considers potential traffic, locating parking, the shuttle ride from the parking lot, and extra time to check in and clear security. Jean decides to leave Flagstaff before 6am. • Jean stops in Camp Verde for gas and a quick breakfast. <p>Jean’s department leadership can choose to calculate Meals and Incidentals Expense (M&IE) based upon Jean’s overnight accommodations (destination), or based upon the location the meal was purchased.</p> |
| <p>TRV540-01(2)</p> | <ul style="list-style-type: none"> • The applicable per diem rates are: Camp Verde \$34, Phoenix \$54, Atlanta \$44, Miami \$54, Fort Lauderdale \$49 • Jean’s per M&IE calculation based upon her destination would be \$49 (Fort Lauderdale). • Jean’s M&IE calculation based upon the location her meals were purchased would be \$7 (Yavapai county, breakfast) + \$16 (Phoenix, lunch) + \$22 (Atlanta, dinner) = \$45 |
| <p>TRV540-03 “meal” definition</p> | <p>Jean has a busy meeting event day.</p> <ul style="list-style-type: none"> • She is staying at a hotel that provides a continental breakfast that includes cottage cheese and boiled eggs. The meeting provided a box lunch. Jean’s non-NAU colleague purchased dinner on his corporate account. |
| <p>TRV540-03</p> | <ul style="list-style-type: none"> • Since all meals have been provided, she cannot claim any Meals and Incidentals Expense (M&IE) for this day. |
| <p>TRV540-05</p> | <p>Jean returns to Flagstaff the next day. Her flight leaves Miami at 8:30 am and lands in Atlanta at 10:30 am. Her flight leaves Atlanta at 12:40 pm and arrives in Phoenix at 3pm. She arrives in Flagstaff around 5:30 pm.</p> |

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| TRV540-03 | <ul style="list-style-type: none"> • She departs Fort Lauderdale at 6 am after having enjoyed the hotel’s continental breakfast. |
| TRV540-05 | <ul style="list-style-type: none"> • Jean can claim lunch on this travel day. The applicable per diem rates are: Atlanta \$44, Fort Lauderdale \$49. <ul style="list-style-type: none"> ➤ Her destination based Meals and Incidentals Expense (M&IE) claim would be \$14 (Fort Lauderdale, lunch only). ➤ Based on the location her meals were purchased, her Meals and Incidentals Expense (M&IE) claim would be \$13 (Atlanta, lunch only). |