


**COMPTROLLER TRAVEL POLICY MANUAL**


 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV EX08</b>
	Section: Examples
	Page 1 of 3
	Responsible office: Comptroller
	Origination date: 08/10/2009
<b>Subject: Travel Examples</b>	Effective date: 08/10/2009
Source: University Policy TRV515-01(4); TRV 525-05; TRV 535-01(6); TRV 535-03; TRV 540-01; TRV540-02; TRV 540-03; TRV540-03(2); TRV 560-02; TRV 560-03	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.

**COMPREHENSIVE EXAMPLE**

	Lesley Clark will be attending an event in Boston from January 10-14.
<b>TRV515-01(4)</b>	1) If Lesley were optimize her travel plans to limit the number of overnight stays, the time in travel status, and be fair and reasonable using the most economical means, the flight that she would take departs Phoenix at 2:30pm on January 9 <sup>th</sup> . She would leave from NAU Flagstaff at 9 am. Her return flight would arrive in Phoenix at 7:30pm on January 14 <sup>th</sup> . The day she makes her travel plans, this itinerary costs \$633 according to Travelocity.com. She prints off this screen to support her business vs. personal comparison.
<b>TRV560-02</b>	2) However, she has decided to take some personal time and tour Boston and is actually departing Phoenix at 7am January 7 <sup>th</sup> and will arrive in Boston at 5pm. This flight cost \$521.
<b>TRV560-02</b>	3) Since the travel time is required regardless of the personal time for this trip, it is considered university business and therefore Lesley’s personal time is from 5pm January 7 <sup>th</sup> until the conference starts at 11am on January 10 <sup>th</sup> .
<b>TRV535-01(6)</b>	4) Since her actual flight requires her to be at the airport by 5am, she will leave NAU Flagstaff at 3pm January 6 <sup>th</sup> and stay overnight in Phoenix. She uses AZHLA.com to find a hotel room for the state maximum rate of \$141/night. The hotel she selects offers free parking and shuttle service for their guests.
<b>TRV535-03</b>	5) Lesley will be staying at the conference hotel for her entire stay in Boston. The published single room rate is \$129/night.
<b>TRV540-03</b>	6) The conference will not be providing any substantial meals.
<b>TRV560-03</b>	7) Since her return flight arrives at 7:30pm, and she feels unsafe driving on the highway at night in winter conditions, Lesley makes arrangements to stay with her mom who lives in Chandler. Her odometer shows that her mom is 24 miles from the airport.
<b>TRV535-01(6) TRV540-03</b>	8) If Lesley were to stay at a hotel on January 14 <sup>th</sup> , the state max rate is \$141/night. The hotel offers a complimentary full breakfast after 6am.
<b>TRV560-03(2)</b>	9) Lesley’s mom will cook her favorite dinner January 14 <sup>th</sup> . She and her mom will go out to breakfast on January 15 <sup>th</sup> before Lesley drives back to Flagstaff. She expects to be at NAU

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	Flagstaff well before noon.
<b>TRV540-01</b> <b>TRV540-02</b>	10) The Meals and Incidentals Expense (M&IE) rate for Boston (BOS) is \$59/day. The Meals and Incidentals Expense (M&IE) rate for Phoenix (PHX) is \$54/day. Lesley's department has decided that all Meals and Incidentals Expense reimbursements will be at the rate for the location the meal was purchased.
<b>TRV525-05</b>	11) According to Google Maps, mileage between Lesley's duty post at NAU Flagstaff and the Phoenix airport is 150 miles. Mileage between NAU Flagstaff and the hotel is 148 miles.

Lesley includes the following worksheet with her Exhibit J travel claim.

<b>Expense</b>	<b>Business only</b>	<b>Combined Business/Personal travel</b>	<b>Amount eligible</b>
Airfare	\$633	\$521	\$521
Mileage FLG-PHX PHX parking Boston hotel Jan 9	\$66.75 \$48 \$129 <hr/> \$243.75		
Mileage FLG- Hotel PHX Hotel Jan 6 Parking, shuttle		\$65.86 \$103 \$0 <hr/> \$168.86	\$168.86
Boston hotel Jan 7-Jan 8		\$258	\$0
Boston hotel Jan 10-14	\$516	\$516	\$516
Lodging PHX Jan 14 Mileage PHX-FLG Mileage to/from Mom's	\$141 \$66.75 <hr/> \$207.75	\$0 \$66.75 \$21.36 <hr/> \$88.11	\$88.11
<b>Meals</b>			
January 6	n/a	Breakfast – no Lunch – no Dinner \$27 (PHX)	
January 7	n/a	Breakfast \$11 (PHX) Lunch \$17 (BOS) Dinner – no	
January 8	n/a	no	
January 9	Breakfast – no Lunch \$17 (BOS) Dinner \$30 (BOS)	no	

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<b>Expense</b>	<b>Business only</b>	<b>Combined Business/Personal travel</b>	<b>Amount eligible</b>
January 10	\$59 (BOS)	Breakfast – no Lunch \$17 (BOS) Dinner \$30 (BOS)	
January 11	\$59 (BOS)	\$59 (BOS)	
January 12	\$59 (BOS)	\$59 (BOS)	
January 13	\$59 (BOS)	\$59 (BOS)	
January 14	Breakfast \$12 (BOS) Lunch \$17 (BOS) Dinner \$27 (PHX)	Breakfast \$12 (BOS) Lunch \$17 (BOS) Dinner – no	
January 15	Breakfast – no	Breakfast \$11 (PHX)	
<b>TOTAL Meals</b>	<b>\$339</b>	<b>\$319</b>	<b>\$319</b>