


## COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 505-00</b>
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Travel Definitions</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: 07/01/2014

### PURPOSE

To provide definition of terms in travel policy and procedure.

### LINKS

[Annual Travel Certification form](#)

[Exhibit J form](#)

[Authorized Driver Policy and Procedure](#)

[NAU Purchasing Policies and Procedures](#)

[Exception to Policy Signer Lookup list](#)

[NAU Records Management](#)

[Exception to Policy Signer Authorization form](#)

[Property and Liability Insurance Services](#)

### POLICY

#### TRV 505-00: Travel Definitions

ADOA – Arizona Department of Administration.

Annual Travel Certification form – A form signed by the traveler on a fiscal year basis prior to travel that certifies the traveler agrees to terms and conditions required for traveling on university business including a valid driver license, liability insurance for the use of a personal vehicle or rental car and registering as an authorized driver.

Authorized Driver - An employee whose job position description questionnaire or similar document requires the use of a vehicle; an employee who operates a state vehicle; or an employee who operates a leased, rented or personal vehicle while on NAU Business where the state reimburses the employee for vehicle lease, rental or operational costs.

A person (which includes administrators, faculty, staff, students, affiliates and volunteers) must meet the following requirements to become an Authorized Driver: Complete the Defensive Driving Course, Register their driver's license in PeopleSoft, and obtain liability insurance (if using a personal vehicle or a rental car). Reimbursement for operational costs will not be provided unless a driver is registered as an Authorized Driver.

Authorized travel – Department leadership has pre-approved travel expenses. Authorization may be documented by pre-travel email, travel worksheet, proposal for travel, TA creation, etc.

Baggage expenses – Includes the actual cost of sending baggage or equipment between a regular duty post and a temporary duty post, excess baggage, charges for checking and storing baggage if necessary for the business purpose of a trip, and baggage handling fees and gratuity at an airport or train/bus

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station. Gratuities are limited to the industry standard for tipping on baggage of \$1 per bag. Gratuity in excess of \$1 per bag is considered part of M&IE and will not be reimbursed.

Commuting expense – Travel between a personal residence and a regular duty post. The cost of commuting is considered a personal expense and is not reimbursable regardless of the distance between the residence and the regular duty post.

Department leadership – Dean, Director, Chair, Provost, traveler’s supervisor, or other appropriate NAU employee.

Duty post (regular) – The place an employee spends the largest portion of his regular working time or the place to which he returns on completion of a temporary assignment. An employee who has more than one place of work on a regular basis is deemed to have multiple regular duty posts. For travel purposes, the regular duty post is designated by the department leadership.

Duty post (temporary) – The place to which the employee travels from his regular duty post for a short term assignment.

Employee – Any full- or part-time or temporary individual on NAU payroll.

Event – A meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, creative work or research, foreign exchange trip, performance, workshop, lecture, forum, event, training, summit, research, travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information. *For the purposes of travel policy, all references to “event” should be taken to include the above list.*


Event, conference, convention and meeting fees – The actual cost of the event, conference, meeting, etc. registration fee. If the registration fee includes specific meals, the traveler is not required to break out the cost and list it separately. However, no separate reimbursement is allowed for the specific meal if the meal was included in the registration fee.

Event designated lodging – The hotel at which the event is being held or the hotel(s) specified in the event brochure. Accommodations at alternate hotels in the immediate vicinity of the event may be considered as event designated lodging when no vacancies exist at the recommended hotel(s). In other words, if all of the hotels listed in the event brochure are full, then the traveler may use a nearby hotel whose cost is no greater than the lowest single room rate listed on the event brochure or the allowable rate for that city.

Exception to policy – Violations to NAU travel policy. See [TRV 520-01: Travel Exceptions policy](#).

Exception to policy signer – An NAU employee who has been assigned by department leadership to attest to the best of his knowledge that exceptions to the travel policies are appropriate, reasonable, and appear to be for a valid university purpose. These personnel, who have travel policy expertise, encourage adherence to policy and possess the authority to grant exceptions when warranted.

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Exception to Policy Signer Authorization form – A form used to grant and rescind authority as an exception to policy signer.

Exhibit J form – The Exhibit J is a required form that provides a detailed accounting of travel expenses and certification that the expenses incurred by the traveler are correct proper, supported, complete, and in compliance with policy and procedure.

Expense Report – A PeopleSoft financial system document created to record and reimburse employee and student expenses.

Frequent traveler – Generally defined as an employee who is in travel status on NAU business at least four (4) times per fiscal year, who incurs meals and lodging expenses, and who is expected to conduct future, repeat travel on behalf of NAU.

Group travel - Travel involving a minimum of three travelers with one employee being responsible for all expenses associated with the trip.

Incidental expense – These expenses are considered part of the reimbursement for meals and are not reimbursed separately. Incidental expenses include:

1. Travel related expenses such as laundry, dry cleaning, magazines, newspapers, personal telephone calls, and tips for food service, maid service or room service;
2. Gratuities in excess of the industry standard of \$1 per bag for tipping on baggage handling;
3. Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site. For more information, see [TRV 540-01: General Requirements for M&IE Reimbursement item 6](#).

JLBC – Joint Legislative Budget Committee

Justification – Documentation provided by the party responsible for the exception to policy that conveys the reason why the violation occurred and the business purpose served. If the Exhibit J conveys the reasons and business purpose served by the exception, it may serve as documentation. Additional documentation may be attached to further support the exception.

Lodging – The temporary use of a hotel room, motel room, extended stay facility, apartment, house, residence or any other temporary accommodation while traveling on behalf of NAU.

Lodging expense – Reimbursable lodging expenses include the actual cost of a single occupant room plus mandatory charges and taxes.

Long-term subsistence – Reimbursable expenses for individuals that are temporarily assigned to a duty post which is in excess of 50 miles from his residence and regular duty post for periods greater than 30 days but less than 365 days.

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Meal – Food that is consumed while in travel status.

Meal and incidentals expenses (M&IE) – The actual cost of meals and incidental costs, including gratuity, laundry, tips etc. while in travel status. The reimbursement amount is the lesser of the actual amount spent or the reimbursement rate outlined in the State of Arizona Travel Policy Supplement I.

Miscellaneous travel expense – Expenses under \$25 that are not otherwise defined as travel expenses and do not meet the definition of “other expense.” These may be reimbursed with other travel expenses.

Other expense (non-travel related) – The actual cost of expenses that are ordinary and necessary to accomplish the university business purpose of a trip. These expenses are allowable but must adhere to NAU Purchasing Policies and Procedures. Many of these expenses, including contracted good and services, can be anticipated and arrangements made prior to travel. These expenses are processed through Accounts Payable. Other expenses include the following:

1. Contracted goods or services – such as a meeting room or equipment rental. *The traveler’s hotel room, rental car and airfare contracts ARE NOT considered contracted goods or services.*
2. Items with a useable life after the trip – such as a wheeled laptop caddy.

PCard - A credit card program designed to reduce the use of petty cash funds, reduce the number of requests for travel advances, improve the small dollar traditional purchasing process, and eliminate the need to use personal funds.

Personal aircraft expense – The standard mileage rate plus the actual landing and parking fees except at the location where the aircraft is normally based.

Personal residence – The actual dwelling place of an individual without regard to any other legal or mailing address. An individual required to reside away from their primary residence due to official travel away from their duty post may continue to claim such domicile as their residence if it is either inhabited by their dependents or is held vacant and at tangible expense.


Personal vehicle expense – The standard rate for mileage calculated per [TRV 525-05: Mileage policy](#), or the reimbursement of actual gasoline expenses (whichever is lower), plus the actual cost of tolls and parking while in travel status.

Prepaid fuel option - The pre-purchase of a tank of gas at the time of the vehicle rental that allows the traveler to return the rental vehicle without having to refill the tank.

Receipt – The original itemized document showing actual expense(s) incurred and illustrates proof of payment such as a zero balance or is marked as paid.

Records retention – All documentation related to official university travel must be maintained for audit and examination by the public for a period of not less than five years, or for a current litigation or audit,

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whichever is longer. Documentation to retain would include travel requests, travel claims and supporting documentation. Refer to [NAU Records Management](#) for additional information.

Rental vehicle expense – The actual cost of the vehicle rental, gasoline (excluding pre-paid fuel option), oil, tolls and parking while in travel status. Collision damage waiver (CDW) is an allowable expense. Vehicle liability insurance and optional upgrades purchased by the traveler for vehicle rental within the U.S. are not considered rental vehicle expenses and will not be reimbursed. Vehicle insurance purchased at the direction of Property and Liability Insurance Services for vehicles rented outside of the U.S. is considered a legitimate rental vehicle expense and will be reimbursed.

Special need - A physical disability or physical characteristic that may include weight or height.

State travel policy – Those sections of the following publications dealing with matters of travel and lodging: the Arizona Revised Statutes, the Arizona Administrative Code, the Arizona Accounting Manual, and Technical Bulletins issued by the General Accounting Office of the Arizona Department of Administration.

Taxi, commuter bus, and airport limousine expense - The actual reasonable cost of fares for these and other types of transportation taken by the traveler between: 1) The traveler’s home and airport or station, 2) The airport or station and the traveler’s temporary lodging, 3) The traveler’s temporary lodging and the location of the temporary duty post, and 4) The lodging or temporary post to a location for meals, if meals are not available within a reasonable walking distance of the lodging facility or duty post.

Telecommuter – An individual with one or more regular duty posts, one of which generally includes his home. This flexible work schedule option allows an employee to perform work from home with the assistance of electronic communication and is approved by department leadership.

Telephone and communications expense – The actual cost of business calls while on a business trip that includes business communication charges for faxes and copies when documented by original receipts. Also includes internet connection expenses if necessary for NAU business.

Third party payment – Funds received by a NAU employee from a non-NAU entity to cover travel costs in part or whole. These may include an honorarium, stipend, travel support payment, etc.

Transportation expense - The actual cost of transportation by airplane, train, bus, car, etc. between a traveler’s residence and temporary duty post, or between temporary duty posts.

Travel authorization (TA) – A PeopleSoft financial system document created prior to the trip. This document is required with a cash advance request and optional without a cash advance request.

Travel expense – May include any of the following. See individual expense item for definition.

1. Baggage expenses
2. Event, conference, convention and meeting fees
3. Lodging expenses

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4. Meal and incidentals expenses
5. Miscellaneous travel expenses
6. Personal aircraft expense
7. Personal vehicle expenses
8. Rental vehicle expense
9. Taxi, commuter bus, and airport limousine expense
10. Telephone and communications expense
11. Transportation expense

Travel specialist – NAU employee assigned to process travel that is responsible for understanding travel policy and guidelines and ensuring compliance by the traveler.

Travel status – For purposes of determining travel status, the traveler must be on authorized official university business. Travel begins when the traveler leaves the personal residence or duty post, whichever occurs last, and ends when the traveler returns to the personal residence or duty post, whichever occurs first. To be eligible for lodging and meal expenses, the traveler must travel overnight outside a radius of 50 miles from the traveler’s personal residence and duty post.

Traveler – Any NAU employee, NAU student, or NAU graduate student who is in travel status. Non-NAU travelers are reimbursed in accordance with policy [CMP 421-02: Interviewees and Other Non-Employees](#). Reimbursement of moving expenses is to be transacted in accordance with policy [CMP 420-03: Moving Expenses](#).

University business – Travel that provides a benefit to Northern Arizona University and serves a public purpose. It should be within the scope of the individual’s job duties and does not present a conflict of interest. It is the responsibility of the department leadership to determine if travel qualifies as university business.