


## COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 510-02</b>
	Section: 500 Travel
	Page 1 of 2
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Responsibilities in the Travel Process</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: 07/01/2013

### PURPOSE

To provide policy on the responsibilities of those involved in travel transactions.

### LINKS

[Annual Travel Certification form](#)

[Exception to Policy Signer Authorization form](#)

[Authorized Driver Policy and Procedure](#)

[Exhibit J form](#)

[Exception to Policy Signer Lookup list](#)

[Travel Worksheet](#)


### POLICY

#### TRV 510-02: Travel Specialist

The travel specialist has the responsibility to:

1. Maintain current university and departmental travel policy and procedure expertise.
2. Attend travel policy refresher training once per year.
3. Communicate university travel policies and, as department needs dictate, departmental travel policies to unit personnel.
4. Ensure compliance with university and departmental travel policy and procedures. Report concerns to department leadership or the Comptroller's Office.
5. Require all travelers to complete an Annual Travel Certification form on a fiscal year basis. Provide proof of liability insurance for drivers who operate a personal vehicle for university business (and are requesting reimbursement). The certification should be kept on file in the department.
6. Ensure that Exception to Policy Signer forms are submitted to the Comptroller's Office at the beginning of each fiscal year.
7. Ensure changes to the Exception to Policy Signers list throughout the year are implemented.
8. Certify on the Exhibit J that:
  - a. The travel claim has been reviewed
  - b. Amounts have been matched to supporting documentation
  - c. Adequate documentation to support the travel claim is attached to the Exhibit J

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<p>d. The claim is prepared in compliance with university travel policy.</p> <p>9. Prepare justifications for exception to policies as appropriate.</p> <p>10. Ensure an Exhibit J is completed and signed prior to processing reimbursement for each trip.</p> <p>11. Process reimbursement to travelers for authorized and eligible travel expenses when on official university business.</p> <p>12. Notify the department leadership and the Comptroller’s Office if the traveler fails to settle his account in full so that the balance may be deducted from the traveler’s wages. The Comptroller’s Office should be notified even if the traveler is no longer employed by NAU.</p> <p>13. Maintain supporting documentation for travel expenditures for internal, grantor, state, or federal audits for not less than five years.</p> <p>14. Monitor frequency and appropriateness of requests for exceptions to policy. Report concerns to department leadership or the Comptroller’s Office.</p> <p>15. Deny reimbursement of specific expenditures that do not comply with policy or are not supported with proper documentation.</p>	
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