


## COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 510-03</b>
	Section: 500 Travel
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	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 510-03: Exception to Policy Signer

The exception signer has the responsibility to:

1. Maintain current university and departmental travel policy and procedure expertise.
2. Sign the Exception to Policy Signer Authorization form at the beginning of each fiscal year that certifies travel policy expertise.
3. Encourage compliance with university and departmental travel policy and procedures. Report concerns to department leadership or the Comptroller's Office.
4. Possess the authority to grant exceptions when warranted.
5. Possess the authority to deny exceptions when warranted.
6. Require written justifications for exception to policies as appropriate.
7. Approve exceptions to policy by signing the Exhibit J and certifying:
  - a. The exceptions are appropriate, reasonable and appear to be for valid university purpose
  - b. All documentation supporting the exception request is attached
8. Deny requests for exceptions to policy that are inappropriate or are not supported with proper documentation.
9. Monitor frequency and appropriateness of exceptions to policy. Report concerns or requests for excessive exceptions to policy to department leadership or the Comptroller's Office.