


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 510-04
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Responsibilities in the Travel Process	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 03/21/17

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 510-04: Traveler

The traveler has the responsibility to:

1. Comply with university and departmental travel policy and procedures.
2. Complete an Annual Travel Certification form on a fiscal year basis and submit proof of liability insurance as requested before driving a personal vehicle or a rental vehicle on university business.
3. Resubmit the Annual Travel Certification form at any time when the traveler no longer possesses a valid driver's license or liability insurance.
4. Register as an [authorized driver](#) and complete all associated requirement prior to driving for university business.
5. Seek pre-trip authorization and approval from department leadership to expend funds for travel. Request may be verbal, electronic or written.
6. Provide all available documentation to the travel specialist prior to travel. Provide a detailed invitation, brochure, agenda, itinerary, etc. to the travel specialist. This documentation must substantiate university business and include information regarding the beginning and ending dates, registration fees, lodging costs, included meals and program itinerary. The traveler may complete a travel worksheet to facilitate this process.
7. Submit all original expense receipts and documentation to the travel specialist within 5 working days after the return from travel so that the travel claim can be processed within 30 days of the end of the trip or by the end of the fiscal year end – whichever occurs first. If

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travel is not processed within 30 days or by year end, an exception to policy is required. See [CMP 420-01: Faculty and Staff Reimbursements – Accountable Plan Rules](#) for more information.

8. Prepare justifications for exception to policies as appropriate.
9. Certify on the Exhibit J that:
 - a. Expense items claimed on the Exhibit J were incurred for authorized official university business
 - b. The expense claims are correct and proper
 - c. For any trip where NAU pays all or part of the expenses, any stipend, honorarium, or other compensation to be paid to the traveler from third parties must be disclosed on the travel claim. If any of this third party compensation is designated for travel costs, that amount must be entered in the “Less Paid via Third Party” box on the Exhibit J. If ALL of the expenses are paid by a third party, an Exhibit J is not needed.
 - d. Authority is granted to NAU to resolve unsettled travel claims
 - e. Acknowledgment that filing a false travel claim is a felony
 - f. If the travel is by privately owned automobile or rental vehicle, the traveler has a valid AZ driver’s license and carries liability insurance.