


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 510-05
	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: 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 510-05: Comptroller's Office

The Comptroller's staff has the responsibility to:

1. Address concerns raised by departmental leadership, travel specialist, exception to policy signer with regard to reports of policy violations including excessive exception to policy requests.
2. Travel coordinators are responsible to assist, support, facilitate and train the university community regarding travel policies, practices and requirements. They serve as a resource to travelers and travel specialists and provide counsel on travel related topics including the review for reasonableness of exceptions to travel policy.
3. Financial Controls Office is responsible for reviewing and analyzing travel and PCard transactions and documents for reasonableness, accuracy, appropriate documentation that supports the expense and can stand alone to provide the details of the transaction. Purchasing Card and Travel Compliance Reviews are conducted by Financial Controls for departmental units. The findings of the reviews are shared and, if necessary, corrective action identified.