


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 515-04
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: General Travel Policy	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, A.R.S. § 35-192.02	Revision date: 07/01/2013

PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)

[Exhibit J form](#)

POLICY

TRV 515-04: Processing of Travel Expenses

1. A detailed invitation, brochure, agenda, itinerary, email communication with the event coordinator, etc. must be submitted to the travel specialist and attached to the Exhibit J. This documentation must substantiate university business and include information regarding the beginning and ending dates, registration fees, lodging costs, included meals and program itinerary.
2. 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.
3. In cases where all expenses are paid via the PCard and there is no employee reimbursement, a Exhibit J must be completed. It is recommended that the Exhibit J be attached to the PCard transaction log.

When travel expenses have been paid via the PCard, the travel specialist and the PCard liaison must ensure that the PCard log has the correct Expense Report document reference and that the items charged on the PCard adhere to travel policy. Any discrepancies should be repaid by the traveler.
4. Travel expenses paid by the traveler with personal funds must have proof of payment as required in [TRV 515-02: Substantiation of Travel Expenses item 3](#) to be reimbursed. This proof may include an original itemized receipt, a cancelled check showing the front and back of check or a bank statement showing the vendor name and amount paid.
5. An Exhibit J must be signed for each trip by the traveler, travel specialist, traveler supervisor and, if necessary, the exception to policy signer certifying that expense items claimed were incurred for authorized and official university business and are correct. The traveler agrees that if he is overpaid or fails to settle his account in full, he authorizes NAU to deduct the balance against his wages.
6. All original expense receipts and documentation must be submitted 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 travel is not processed within 30 days or by year end, an exception to policy is required.