

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 520-02
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Travel Exceptions	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: 08/10/2012

PURPOSE

To provide policy on exceptions to travel policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Blanket Exception to Policy form](#)

[Exception to Policy Signer Authorization form](#)

[Exception to Policy Signer Lookup list](#)

[Exhibit J form](#)

POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 520-02: Exception to Policy Signers

1. Department leadership will designate exception to policy signers on a fiscal year basis by submitting an Exception to Policy Signer Authorization form.
2. Changes in designated signers during the year require resubmission of the form.