

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 525-01
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Ground Transportation	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

Provide policy on transportation expenses and reimbursements.

LINKS

[Annual Travel Certification form](#)

[NAU Transportation Service Center Home Page](#)

[Authorized Driver Policy and Procedure](#)

[Property and Liability Insurance Services](#)

[Exhibit J form](#)

[State of Arizona Travel Policy Supplement I](#)

[NAU Transportation Service Center General Info](#)

POLICY

TRV 525-01: General Requirements for Transportation Expenses

1. Transportation expenses may be incurred and reimbursed for authorized travel on university business. If operating a motor vehicle on university business, a traveler must be registered as an [authorized driver](#) before travel expenses will be reimbursed.
2. Transportation means are to be selected based on the most reasonable and customary mode of transportation, the most commonly traveled route consistent with the authorized purpose of the trip, time effectiveness and for the benefit of the university. The principles of this section apply regardless of the mode of transportation selected.
3. Reimbursement for the following transportation expenses must be substantiated by original itemized receipts that illustrate proof of payment:
 - a. All rental car expenses
 - b. All common carrier or train expenses
 - c. All bridge and toll road expenses
4. Rideshares, such as Uber and Lyft, and taxicabs may be used for local transportation, when necessary and economical.
5. Documentation, in whatever form is available, of the cost of taxicab and rideshare fares must be provided for reimbursement to be made.
6. Original itemized receipts that illustrate proof of payment should be attached to the Exhibit J. However, if the PCard was used to incur the expense, the original itemized receipt should be filed with the PCard log and a copy of the receipt should be attached to the Exhibit J.

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<p>7. If the traveler is riding as passenger in a vehicle, the transportation cost is recorded on the Exhibit J as zero.</p> <p>8. Baggage handling and storage fees are reimbursed at the discretion of department leadership. Gratuities are limited to the industry standard for tipping on baggage of \$1 per bag. Gratuity in excess of \$1 per bag is considered part of M&IE and will not be reimbursed.</p> <p>9. Reimbursement of cancelation and late fees is discouraged. However, they are reimbursable at the discretion of department leadership in unusual circumstances provided that the business purpose is documented and attached to the reimbursement claim form. They should not be reimbursed when the fee is incurred for personal purposes and are considered avoidable.</p>	
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