

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 525-02
	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: 03/21/2017

PURPOSE

To 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 525-02: General Requirements for Travel via Automobile

1. Authorized driver requirements
 - a. The traveler must be registered as an authorized driver before driving any motor vehicle on university business. This includes completing the Defensive Driving Course and registering their driver's license in PeopleSoft.
 - b. A valid driver's license is required if the traveler is driving a university, private or rented vehicle on university business.
 - c. The traveler must enter the traveler's valid driver's license number on his Annual Travel Certification before driving on university business.
 - d. The traveler must receive written/email approval from a supervisor prior to departure to operate a personally owned motor vehicle for university business as well as provide proof of liability insurance.
 - e. If a driver does not register as an Authorized Driver they will:
 - Not be able to drive any university vehicles.
 - Not receive mileage reimbursement for personal vehicles used on university business.
 - Not be able to rent a vehicle to be used on university business.A person that is not registered as an authorized driver must also understand that they are personally liable for the vehicle that they are driving as well as for all other damages and injuries that are caused in the event of an accident and that the state/university will not supplement their personal vehicle insurance.
2. Traffic citations
 - a. Traffic citations issued to a university employee during authorized travel are not eligible for reimbursement unless the traffic citation is issued to the traveler while driving a

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<p>university vehicle and the violation was due to university vehicle mechanical problems.</p> <p>b. All other traffic citations issued to a traveler are a personal expense and not eligible for reimbursement.</p> <p>3. Accidents</p> <p>a. If a traveler driving a privately owned vehicle on university business and is involved in an accident and found to be at fault, the traveler’s liability insurance carrier is responsible to the limits of the policy. If the amount exceeds that coverage, the university’s insurance program will, at the time, cover the amount over the policy limits if the traveler was acting within the course and scope of his employment.</p> <p>b. If a traveler is driving a privately owned motor vehicle on university business and is involved in an accident, regardless of fault, the university will not reimburse the traveler for any physical damage to the motor vehicle.</p>	
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