


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 525-03
	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

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 525-03: Use of NAU Fleet Vehicles

1. University fleet motor vehicles are for transporting only state employees and NAU students engaged in university business.
2. Travelers using university fleet vehicles should normally not incur actual vehicle expenses. Travelers should follow procedures established by NAU Transportation Service Center for fuel, service and minor repair expense.
3. Other transportation expense such as tolls and parking are reimbursable.
4. Travelers using university fleet vehicles will not be allowed to claim mileage.
5. University owned vehicles used in Mexico require specific insurance. It is necessary to contact Property and Liability Insurance Services when planning the travel to arrange for the appropriate documentation.
6. Contact NAU Transportation Service Center for additional rules for use of university fleet vehicles.