

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 525-04
	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 525-04: Use of a Personal Motor Vehicle

1. Liability Insurance
 - a. A traveler using a privately owned motor vehicle on university business must have current vehicle liability insurance. Proof of insurance must be on file with the Annual Travel Certification form prior to driving a personal vehicle on university business as requested by department leadership.
 - b. If the traveler does not carry motor vehicle liability insurance that covers the use of a privately owned motor vehicle on university business, it is the responsibility of the traveler's supervisor to prohibit the use of a privately owned vehicle on university business. An alternate method of transportation must be used.
 - c. Mexican authorities do not recognize insurance from the U.S. Although the State of Arizona Department of Administration maintains a Mexican automobile, aircraft, and general liability insurance policy which covers university employees traveling in Mexico on official university business, only university-owned vehicles are covered for automobile liability. Therefore, employees are discouraged from taking private vehicles to Mexico.
2. Written/email permission from a traveler's supervisor for the use of a personal vehicle for university business must be obtained prior to travel.
3. Out-of-State
 - a. Mileage will be reimbursed at the lesser of:
 - i. the rate set by the Arizona Department of Administration plus tolls and parking in the State of Arizona Travel Policy Supplement I.
 - ii. air coach fare plus applicable taxis, shuttles and rental cars at the time of booking to the same destination.

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| <ul style="list-style-type: none">b. If a vehicle is used for out-of-state travel for the convenience of the traveler, the traveler will not be reimbursed for extra meals and lodging incurred due to extra travel time.c. All mileage calculations must comply with mileage policy. | |
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