


## COMPTROLLER TRAVEL POLICY MANUAL

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|  <b>NORTHERN ARIZONA UNIVERSITY</b>   | <b>POLICY: TRV 525-05</b>       |
|  | Section: 500 Travel             |
|  | Page 1 of 2                     |
|  | Responsible office: Comptroller |
|  | Origination date: 01/01/2000    |
| <b>Subject: Ground Transportation</b>  | Effective date: 01/01/2000      |
| Source: University Policy<br><a href="#">State of Arizona Travel Policy</a><br><a href="#">State of Arizona Travel Policy Supplements I - V</a><br><a href="#">A.R.S. §38-621 through A.R.S. §38-627</a> | Revision date: 07/01/2014       |

### 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 525-05: Mileage

1. General Mileage Policy
  - a. The mileage reimbursement rate includes all automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, and insurance.
  - b. Mileage is reimbursable for conducting university business within a 50-mile radius of duty post with supervisory approval.
  - c. Mileage reimbursement rates for privately owned motor vehicles are listed in the State of Arizona Travel Policy Supplement I.
  - d. When two or more employees on university business share a private motor vehicle, only the owner or custodian of the vehicle driven may claim reimbursement for mileage.
  - e. Mileage claims must include the traveler's full residence address including city and zip code and full duty posts addresses including city and zip code, or state that a daily travel log is attached or is on file and where that file is located.
  - f. The traveler may only be reimbursed for the most direct route to and from each destination.
  - g. Only one method of reimbursement for mileage may be applied during a single trip. Either mileage reimbursement or reimbursement for fuel must be selected and applied consistently.
2. Commute Mileage
  - a. The cost of commuting between a personal residence and a regular duty post is not reimbursed regardless of the distance.
  - b. Commute mileage is based on no more than one round trip to the regular duty post per day.
  - c. Commute miles must also be deducted on weekends, holidays, or other non standard working days.
  - d. When traveling on university business and travel begins or ends at the individual's

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| <p>residence, reimbursement for mileage is computed as the mileage for the most direct route to the destination less the commute mileage to or from the regular duty post.</p> <p>3. Computation of Mileage</p> <ol style="list-style-type: none"> <li>a. Mileage may be calculated by one of the following methods:             <ol style="list-style-type: none"> <li>i. Actual mileage log with odometer readings and specific addresses</li> <li>ii. Printed copy of another method such as Mapquest.com web site</li> </ol> </li> <li>b. Mileage should be rounded to the closest whole mile.</li> </ol> <p>4. Reimbursement for Fuel Expenses</p> <ol style="list-style-type: none"> <li>a. The traveler may request fuel expense reimbursement in lieu of mileage reimbursement.</li> <li>b. The Fuel Expense Claim Comparison form – or any other similar method of calculation – must be attached to the travel claim.</li> <li>c. Fuel purchases will be reimbursable if original receipts are provided.</li> <li>d. Traveler requesting reimbursement of gas will not be allowed to claim mileage. The method of reimbursement is final upon submission of the travel claim and cannot be changed later.</li> <li>e. Fuel expenses will be reimbursed at the lesser of:             <ol style="list-style-type: none"> <li>i. Actual expenses incurred</li> <li>ii. The mileage reimbursement as calculated per <a href="#">TRV525-05(3)</a></li> </ol> </li> </ol> |  |
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