

## COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 530-05</b>
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Air Transportation</b>	Effective date: 01/01/2000
Source: University Policy <a href="#">State of Arizona Travel Policy</a> <a href="#">State of Arizona Travel Policy Supplements I - V</a> <a href="#">A.R.S. §38-621 through A.R.S. §38-627</a>	Revision date: 05/15/2013

### PURPOSE

To provide policy on transportation expenses and reimbursements.

### LINKS

[Exhibit J form](#)

[Fly America Act](#)

[Property and Liability Insurance Services](#)

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

### POLICY

#### TRV 530-05: Privately Owned Aircraft

1. Authorization
  - a. Only those individuals approved and authorized by State of Arizona Risk Management Section may claim privately owned or rented aircraft reimbursement.
2. NAU Travelers Piloting Aircraft on University Business
  - a. All pilots should contact Property and Liability Insurance Services for specific requirements before flying on authorized university business. Property and Liability Insurance Services must approve each application to fly on state business before coverage will apply.
3. Mileage Reimbursement
  - a. Mileage reimbursement for privately owned aircraft will use the aircraft mileage rate set by the Arizona Department of Administration and approved by the Joint Legislative Budget Committee, plus actual landing and parking fees.
  - b. Mileage reimbursement is based on the shortest air route from origin to destination.