

**COMPTROLLER TRAVEL POLICY MANUAL**

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 540-04</b>
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Special Dietary Needs</b>	Effective date: 01/01/2017
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: 12/20/2016

**PURPOSE**

To provide policy on meal expenses and reimbursements.

**LINKS**

[Department of Defense international rates](#)

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

**POLICY**

<p><i>Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.</i></p>	
<b>TRV 540-04: Special Dietary Needs</b>	
<p>1. Meals satisfying special dietary needs will generally be provided by airlines, events, hotels, etc. if requested by the traveler. It is the traveler’s responsibility to make, on a timely basis, the necessary arrangements for such special meals.</p> <p>2. If the traveler’s request for a meal satisfying a special dietary need is denied, in order to claim a reimbursement for an expenditure related to a meal that otherwise would have been provided without cost to the traveler, the traveler must provide a statement that details and certifies:</p> <ol style="list-style-type: none"> <li>to whom such request was made,</li> <li>by whom such request was denied,</li> <li>the reason given for the denial, and</li> <li>the special dietary needs of the traveler that could not otherwise have been accommodated.</li> </ol>	12/20/16