

COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 550-03</b>
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: International Travel Policy</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.R.S. § 35-192.02</a>	Revision date: 08/10/2009

**PURPOSE**

To provide additional policy on employee travel expenses and reimbursements for international travel.

**POLICY**

**TRV 550-03: Travel to War Zones**

<ol style="list-style-type: none"><li>1. Any individual wishing to travel to a war zone on university business must contact Property and Liability Insurance Services to determine the current insurance coverage status for the country or countries to be visited. Justification and approval for the travel must be obtained from the individual's Dean or Vice President after review of the travel risk and insurance issues involved.</li><li>2. Current policy exclusions include:<ol style="list-style-type: none"><li>a. Any loss as a result of conducting a trade sanctioned activity;</li><li>b. A loss as a result of war in any country with a trade sanction, and/or:</li><li>c. Afghanistan, Albania, Angola, Armenia, Azerbaijan, Bahrain, Burundi, Central African Republic, Cote d'Ivoire, Cuba, Eritrea, Ethiopia, Federal Republic of Yugoslavia, Georgia, Guinea-Bissau, Haiti, Iran, Iraq, Kosovo, Kyrgyz Republic, Libya, Macedonia, North Korea, Northern Ireland, Oman, Pakistan, Qatar, Rwanda, Saudi Arabia, Serbia, Sierra Leone, Somalia, Uganda, Uzbekistan, West Bank and Gaza, Yemen, Zaire.</li></ol></li><li>3. A copy of the authorization, and travel document number must be submitted to Risk Management 60–90 days prior to travel. Contact Property and Liability Insurance Services for more information.</li></ol>	
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