


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 560-02
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Avoiding Appearance of Personal Benefit	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: 08/10/2009

PURPOSE

To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

POLICY

TRV 560-02: Business and Personal Travel Combined

1. Department leadership may authorize a traveler to extend a business trip using vacation time.
2. The traveler will only be reimbursed for lodging expenses and M&IE for the days the traveler is doing business for the university, to include the initial travel to and from the temporary duty post.
3. If any travel costs, including transportation expenses, are increased due to personal extension, the traveler will be responsible for the difference.
4. If the travel is to a destination located outside the U.S., the cost of transportation may also need to be prorated for personal use.
5. All additional costs will be the responsibility of the traveler.