


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV EX07
	Section: Examples
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	Responsible office: Comptroller
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These examples are for illustration purposes only. The rates in effect as of January 1, 2008 for Hotel, Meals and Incidental Expenses, and Mileage were used. Please verify the current rates before basing calculating reimbursements. These examples may not apply in all circumstances. Please call the Comptroller – Travel Coordinator if you have any questions.

SHARED LODGING

TRV535-01(6)	<p>James Abbott and his research assistant Jack Bellock are travelling to Canyon de Chelly.</p> <p>The closest hotel is in Chinle, AZ. The state maximum hotel rate for Apache county is \$60 per night.</p>
TRV535-01(6) TRV535-04	<p>The best rate they can get at the Holiday Inn is \$81 per night. If they were to each reserve their own room, they would exceed the state max rate by \$21 each. However, if they were to share the room, the new maximum hotel rate they could incur without an exception to policy is \$120 per night.</p> <p>James and Jack decide to share the room as this is more economical.</p> <p>James pays for the room and requests the hotel to issue one original receipt.</p>
TRV535-05	<p>When James and Jack return, James writes on the original receipt “Shared Lodging – James Abbott and Jack Bellock”. He then makes a photocopy of the receipt which is attached to Jack’s Exhibit J. James claims 100% of the hotel bill, and Jack’s lodging claim is \$0.</p>