Travel is defined as a trip 50 miles from an individual’s duty post and primary residence, or is out-of-state, OR any trip where an individual is requesting reimbursement for incurred travel expenses.

All university travel, per state and university policy, must be authorized prior to booking or purchasing event registration, airfare, lodging, ground transportation, etc.

The Employee Service Center (ESC) is the means for requesting authorization and routing for approvals.

Case Type to Submit: Travel Support
Is travel being submitted for an individual or group?: Individual

Traveler’s Status:
- NAU Employee: Traveler is currently on payroll and is traveling for their job.
- NAU Student: Traveler is a current NAU student – USE THIS ONE!!
- Community Member: Traveler is not a NAU employee or student.

Faculty/Staff Member Responsible for Trip and who will also sign the expense claim: Deborah Mariage

Authorizing Department: Graduate Student Government

All fields with an (*) are required to submit the form.

When submitting the travel case—please upload the following documents in order to process your reimbursement.

- **GSG Travel Award Letter**, upload at the time of case submission
- **Within (5) business days of your trip return**, upload the following as .pdf or .jpeg into your travel case:
  - Receipt(s) - At least (1) itemized receipt of a travel expense that is the amount of the stipend, or multiple receipts that equal the amount of the stipend, and were not paid on a NAU PCard; example: airfare
  - Proof of Event Attendance, examples:
    - Copy of event badge
    - Event agenda/program with name printed as a presenter
    - Selfie at event with event banner in background, etc.

What Qualifies as a Receipt — must meet all below criteria to be considered a receipt!

**The 5 Rules of a RECEIPT**

1. DATE of Purchase
2. Name of VENDOR where Purchase was Made
3. ITEMIZATION of WHAT was Purchased
4. Total AMOUNT PAID - with itemization of tax, shipping, tip, etc.
5. PROOF of PAYMENT - with notation of payment method

If even (1) of the above is missing, it is not a receipt!

**When submitting a receipt, note WHO paid and if Out-of-Pocket or by PCARD**

Submitting a Case: Submit your travel support request **as soon as you receive your GSG Stipend Award Letter!**

Reimbursement Expectations: All reimbursement requests must be submitted through the Employee Service Center, including all final receipts. Reimbursement will not be processed until all required documentation has been submitted.

For additional assistance please contact Reimbursement Processing Support at NAU-Travel@nau.edu, or:
- GSG Travel Director: GSGTRAVEL@nau.edu
- NAU Travel Service Team Manager: Melinda.Miller@nau.edu, 928-523-3250

Employee Service Center - https://nau.service-now.com/hr
NAU Travel Policy - https://nau.edu/university-policy-library/travel-policies/
Travel Resources - Employee Service Center Knowledge Base

9/3/2023