

## TRV: 535 - LODGING

### REASON FOR THIS POLICY

Clear standards of allowable lodging expenses for individuals traveling on University business.

### ENTITIES AFFECTED BY THIS POLICY

- All units and departments that may authorize University business travel.
- Comptroller's Office
- Reimbursement Processing Support Unit

### WHO SHOULD KNOW THIS POLICY

- Individuals who travel for University business
- Supervisors of individuals who travel for University business
- Local Fiscal Oversight (LFO) designees of individuals who travel for University business

### POLICY

#### A. Applicability

This policy applies to all University community members, including faculty, staff, students, agents, and Volunteers who travel for the purpose of conducting University business, which for purposes of this policy excludes normal or everyday personal transportation to and from the workplace.

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.

#### B. General Requirements and Prohibitions

1. Lodging expenses may only be incurred for authorized travel on official university business outside a radius of (50) miles from the traveler's personal residence and regular duty post.
2. Lodging must be at a commercial establishment. The term "commercial establishment" includes any vendor that offers its services to the public and charges an advertised rate, including accommodations offered by online rental services such as VRBO and Airbnb.
3. Lodging expenses include the actual cost of a single occupant room, taxes and all mandatory services (parking, cleaning and resort fees, etc.) that are charged by the facility and not required by law. Additional expenses for room upgrades/features, early check-in, personal items, etc. incurred for the convenience of the traveler and not for the primary benefit of the university are not allowed.
  - a. Hotel parking expenses are not permitted when a traveler has, in response to their own personal preference, been allowed to use their personal vehicle rather than common carrier (e.g. airline) travel to an out-of-state location.

The allowable nightly rate, minus taxes and all mandatory services, must be less than or equal to the posted nightly rate designated by the State of Arizona Accounting Manual (SAAM) 5095 **OR** the U.S. Department of Defense (DoD) Rates for destination within the contiguous United States; for destinations outside the contiguous U.S., including Alaska and Hawaii, lodging costs are designated by the U.S. Department of Defense (DoD) International Rates. Exceeding maximum lodging rates when unavoidable, must be justified with a business purpose detailing why the accommodations were selected and a Justification for Exception to Policy must be submitted to the Comptroller's Office prior to booking the accommodation. Normally, the individual booking the travel, the traveler, or someone else familiar with the reasons for the accommodation should submit the justification.

4. Lodging at an event designated hotel may be made at a rate higher than the maximum allowable published rate (SAAM or DoD); provided the hotel rate and name is published in the event's supporting documentation and is the least expensive single room rate available. The supporting documentation must be submitted with the Expense Claim. A Justification for Exception to Policy is not required.
  - a. If the event designated lodging is no longer available or, if other lodgings in the immediate vicinity of the event are sought for cost savings, payment or reimbursement for lodging may exceed the published SAAM or DoD rate if the nightly rate is equal to or less than the event designated lodging published rate. A Justification for Exception to Policy is not required, but an explanation and support documentation must be submitted with the Expense Claim. This information should be supplied by the individual booking the accommodations or the traveler.
5. Itemized, legible receipt(s) that illustrate proof of payment must be submitted to support the travel Expense Claim regardless of payment method. Receipt submission is the responsibility of the individual who made the PCard purchase or is requesting the reimbursement.
  - a. If a NAU PCard was used to incur the expense, reconciliation of the expense in PeopleSoft Financials is also required and is to be completed by the individual making the purchase.
6. Shared lodging with another NAU traveler on university business: Reimbursement per person will not exceed the amount allowable per person of the actual cost of a single occupant room plus taxes and all mandatory services (parking, resort fees, etc.) that are charged by the facility and not required by law.
  - a. Shared lodging with a traveler NOT on NAU business: When lodging is shared with an individual not on NAU business (such as a spouse, family member, or colleague), reimbursement shall not exceed the amount that would have been allowed had the traveler been lodging alone, i.e. the total single room rate.
7. Business-related communications charges, including those incurred at a hotel business center are reimbursable if documented by original receipts or are included in the itemized lodging receipt. Examples of business-related communication charges include phone calls, internet fees and faxes.
  - a. Business-related expense must be noted as such on hotel receipt.
8. Processing fees from an online booking tool are an allowable expense when documented and itemized on an original receipt or itinerary as an extra fee.
9. Expenses such as maid service tips and baggage storage at hotels are considered incidentals and, as such, must be paid from the daily Meal and Incidental Expense (M&IE) reimbursement limits – thus reducing the amount available for meals.
10. Combining Business and Personal Travel – Lodging: The University may authorize a traveler to combine business and personal travel. If personal travel occurs during time normally scheduled for work, the traveler must charge the time to annual leave.
  - a. In the instance where the approved personal time occurs prior to the business portion, lodging reimbursement is allowable for the night immediately prior to the business start and/or night business ends, not beyond.
11. Reimbursement of cancellation and late fees is discouraged. However, they are reimbursable in unusual circumstances at the discretion of department leadership, provided that the business purpose is documented and attached to the reimbursement claim form. They may not be reimbursed when the fee is

incurred for personal purposes and is considered avoidable.

## RESPONSIBILITIES

**Traveler:** agrees to and will adhere to all university travel policies, will always seek pre-trip authorization and approval from department leadership to expend funds for travel, and will provide all policy required and requested documentation to the travel specialist pre and post travel.

**Departmental Supervisors:** reviews business travel requests of direct report employees and Volunteers as required by travel policy and verifies business need.

**Local Fiscal Oversight Designee:** reviews all travel requests and verifies funding source (speedchart, sub\_dept, account codes) and determines and communicates any funding caps or limitations.

**Departmental Leadership:** ensure that only properly qualified and authorized individuals are allowed to travel on official University business for University programs and activities under their direction and control.

**Reimbursement Processing Support Unit Staff:** initiates and completes all travel expense claims and reimbursement via Expense Report or Check Request; and assists with booking travel upon request.

## PROCEDURES

[Justification for Exception to Policy](#)

## RELATED INFORMATION

### Forms or Tools

[Annual Travel Certification \(ATC\)](#)

[Authorized Driver](#)

[Cost Comparison How-To](#)

[Currency Converters](#) - <http://www.xe.com/> **OR** <http://www.oanda.com/converter>

[Employee Service Center \(ESC\)](#)

[Enterprise Car Rental – NAU Contract](#)

[Google Translate – \*documents and receipts\*](#)

[Long-Term Travel Case Submission Business Process & Blanket Travel Approval Memo](#)

[Mobile Phone App: ServiceNow! – NAU Employee Service Center](#)

[NAU Mileage Log](#)

[Out-of-State Request for Multiple Representation](#)

[Current Arizona State Reimbursement Rates \(SAAM\) – Lodging & Meals Schedule](#)

[US Department of Defense \(DoD\) Reimbursement Rates – Lodging & Meals Schedule](#)

[Travel Case Submission How-To - \*transcript\*](#)

[Travel Case Submission Quick Reference](#)

[Travel Advance/Zelle Workbook](#)

[Traveler Itinerary - \*template\*](#)

### **Cross-References**

[Comptroller's Office](#)

[NAU Risk Management](#)

[NAU Transit Services – Fleet Services](#)

[The Office of Foreign Assets Control \(OFAC\)](#)

[Reimbursement Processing Support Unit](#)

### **Sources**

[State of Arizona Travel Policy](#)

[Arizona Board of Regents Travel Policy](#)

[Arizona Revised Statutes § 38-621 – 38-627](#)

[Fly America Act](#)

### **APPENDIX**

None.