

**COMPTROLLER TRAVEL POLICY MANUAL**

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 500-01</b>
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Travel Policy Introduction</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>	Revision date: 08/10/2009

**PURPOSE**

<b>TRV 500-01: Introduction</b>	
<p>Northern Arizona University is a decentralized environment in which travel transactions are initiated, transacted and recorded at the departmental level. Authority to approve travel expenditures and associated temporary duty post is administered at the local level. These policies are intended to provide guidance on the administration of these tasks. Specific items in the policy are set forth to meet systemic and administrative deadlines.</p> <p>In a decentralized environment, many responsibilities lie at the department level. Specifics on the tasks required by those with roles in the travel process, including the department leadership, travel specialist and traveler, are outlined in <a href="#">TRV 510-01: Responsibilities in the Travel Process policy</a>.</p> <p>The NAU travel policy is the guideline for all necessary and required travel to conduct the business of the university. This travel policy addresses issues related to all university travel expenses. The NAU travel policy is implemented to ensure:</p> <ol style="list-style-type: none"> <li>1. Compliance with State of Arizona Revised Statutes and Arizona Administrative code;</li> <li>2. Compliance with applicable sections of the U.S. Internal Revenue Code;</li> <li>3. Travel expenses incurred while conducting business for Northern Arizona University are necessary, appropriate and add value to the university;</li> <li>4. Appropriate and reasonable accommodations for the safety of all university travelers are conducive to the business needs of the university.</li> </ol> <p>Noncompliance with NAU travel policy or the improper claim of expenses may result in disciplinary action.</p>	