


**COMPTROLLER TRAVEL POLICY MANUAL**

	<b>POLICY: TRV 510-01</b>
	Section: 500 Travel
	Page 1 of 2
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Responsibilities in the Travel Process</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: 01/30/2020

**PURPOSE**

To provide policy on the responsibilities of those involved in travel transactions.


**LINKS**

- [Annual Travel Certification Form \(ELECTRONIC\)](#)
- [Justification for Exception to Policy Signer Authorization Form](#)
- [Annual Travel Certification Form \(PDF\)](#)
- [Exhibit J Form](#)
- [Authorized Driver Policy and Procedure](#)
- [Travel Budget Worksheet](#)
- [Justification for Exception to Policy Signer Lookup List](#)

**POLICY**

<b>TRV 510-01: Department Leadership</b>	
<p>The department leadership has the responsibility to:</p> <ol style="list-style-type: none"> <li>1. Ensure compliance with university and departmental travel policy and procedures. Report concerns to the Comptroller’s Office.</li> <li>2. Be familiar with the travel policies contained in University policy before authorizing an employee’s travel.</li> <li>3. As department needs dictate, create and maintain departmental travel policies. Departmental policies should be consistent with and complement university travel policies.</li> <li>4. Authorize all official employee travel for university business prior to travel planning including written/email authorization for the use of a personal vehicle while in travel status.</li> <li>5. Approve the employee’s assignment to a temporary duty post for the dates of the travel prior to the employee’s departure. This may be electronic or written.</li> <li>6. Approve the expenditure of funds for the travel prior to the beginning of travel planning.</li> <li>7. Certify on the Exhibit J that the travel is:             <ol style="list-style-type: none"> <li>a. Authorized, necessary and appropriate for the employee’s job duties</li> </ol> </li> </ol>	

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| <ul style="list-style-type: none"> <li>b. Official university business</li> <li>c. Expense items claimed are correct and proper</li> </ul> <ol style="list-style-type: none"> <li>8. Assign a travel specialist to understand the travel policy and procedures, communicate these to the travelers, and ensure compliance by the traveler.</li> <li>9. Require the travel specialist to attend travel refresher training once per year.</li> <li>10. Monitor frequency and appropriateness of requests for justification for exceptions to policy. Report concerns to the Comptroller’s Office.</li> <li>11. Verify that the traveler is an authorized driver before allowing the traveler to drive on university business. A traveler driving a privately owned vehicle or rental car on university business must have current vehicle insurance and a valid driver's license and meet <a href="#">Authorized Driver</a> program requirements.</li> <li>12. Prohibit the use of a state vehicle, rental car, or privately owned vehicle for university business if the traveler does not possess a valid driver’s license. Prohibit the use of a rental car or privately owned vehicle if the traveler does not meet the Authorized Driver program requirements.</li> <li>13. Deny reimbursement of specific expenditures that do not comply with policy or are not supported with proper documentation.</li> <li>14. Take appropriate disciplinary action for intentional violations of the travel policy.</li> <li>15. Oversee other aspects of travel, as required.</li> <li>16. Responsible for signing or approving paper or electronic Annual Travel Certifications for all direct reports.</li> </ol> |  |
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