


**COMPTROLLER TRAVEL POLICY MANUAL**

	<b>POLICY: TRV 510-03</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 \(ELECTRONIC\)](#)
- [Annual Travel Certification Form \(PDF\)](#)
- [Authorized Driver Policy and Procedure](#)
- [Justification for Exception to Policy Signer Lookup List](#)
- [Justification for Exception to Policy Signer Authorization Form](#)
- [Exhibit J Form](#)
- [Travel Budget Worksheet](#)

**POLICY**

<b>TRV 510-03: Justification for Exception to Policy Signer</b>	
<p>The justification for exception to policy signer has the responsibility to:</p> <ol style="list-style-type: none"> <li>1. Maintain current university and departmental travel policy and procedure expertise.</li> <li>2. Sign the Justification for Exception to Policy Signer Authorization form at the beginning of each fiscal year that certifies travel policy expertise.</li> <li>3. Encourage compliance with university and departmental travel policy and procedures. Report concerns to department leadership or the Comptroller’s Office.</li> <li>4. Possess the authority to review and approve justification for exception to policy when warranted.</li> <li>5. Possess the authority to review and deny justification for exception to policy when warranted.</li> <li>6. Require written justifications for exception to policies as appropriate.</li> <li>7. Approve justification for exceptions to policy by signing the Exhibit J and certifying:             <ol style="list-style-type: none"> <li>a. The justification for exceptions to policy are appropriate, reasonable and appear to be for valid university purpose</li> <li>b. All documentation supporting the justification for exception to policy request is attached.</li> </ol> </li> </ol>	

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<p>8. Deny requests for justification to exceptions to policy that are inappropriate or are not supported with proper documentation.</p> <p>9. Monitor frequency and appropriateness of justification for exceptions to policy. Report concerns to department leadership or the Comptroller’s Office.</p>	
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