


**COMPTROLLER TRAVEL POLICY MANUAL**

	<b>POLICY: TRV 510-04</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**

- |  |   |
|--|---|
| <a href="#">Annual Travel Certification Form (ELECTRONIC)</a>            | <a href="#">Justification for Exception to Policy Signer Authorization Form</a> |
| <a href="#">Annual Travel Certification Form (PDF)</a>                   | <a href="#">Exhibit J Form</a>  |
| <a href="#">Authorized Driver Policy and Procedure</a>                   | <a href="#">Travel Budget Worksheet</a>   |
| <a href="#">Justification for Exception to Policy Signer Lookup List</a> |   |

**POLICY**

<b>TRV 510-04: Traveler</b>	
<p>The traveler has the responsibility to:</p> <ol style="list-style-type: none"> <li>All travelers are responsible for knowing and following travel policy. Lack of travel policy knowledge is <b>not</b> an acceptable reason for noncompliance. Travel expenses incurred that do not comply with policy are the traveler’s responsibility and will not be reimbursed.</li> <li>A traveler might be liable for noncompliance even if another person made the travel arrangements. It is the traveler’s responsibility to manage the costs associated with his own trip.</li> <li>Complete an Annual Travel Certification form on a fiscal year basis. 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 authorized driver program requirements.</li> <li>Resubmit the Annual Travel Certification form at any time when the traveler no longer possesses a valid driver’s license or liability insurance.</li> <li>Register as an <a href="#">authorized driver</a> and complete all associated requirement prior to driving for university business.</li> <li>Seek pre-trip authorization and approval from department leadership to expend funds for travel. Request may be electronic or written.</li> </ol>	

**COMPTROLLER TRAVEL POLICY MANUAL**

	<b>POLICY: TRV 510-04</b>
	Section: 500 Travel
	Page 2 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

7. Provide all available documentation to the travel specialist prior to travel. Provide a detailed invitation, brochure, agenda, itinerary, etc. to the travel specialist. This documentation must substantiate university business and include information regarding the beginning and ending dates, registration fees, lodging costs, included meals and program itinerary. The traveler may complete a travel worksheet to facilitate this process.
8. Submit all original expense receipts and documentation to the travel specialist within 5 working days after the return from travel so that the travel claim can be processed within 30 days of the end of the trip or by the end of the fiscal year end – whichever occurs first. If travel is not processed within 30 days or by year end, a justification for exception to policy is required. See [CMP 420-01: Faculty and Staff Reimbursements – Accountable Plan Rules](#) for more information.
9. Travel claims must only be for expenses to which travelers are entitled to reimbursement in accordance with University travel policies. All travelers must certify that their travel expense claim represents actual, qualified amounts and/or miles incurred during authorized, official University business. Travel claim must be within allowable rates, and all required documentation must be attached. Personal expenditures will not be reimbursed.
10. Prepare justifications for exception to policies as appropriate.
11. Certify on the Exhibit J that:
  - a. Expense items claimed on the Exhibit J were incurred for authorized official university business
  - b. The expense claims are correct and proper
  - c. For any trip where NAU pays all or part of the expenses, any stipend, honorarium, or other compensation to be paid to the traveler from third parties must be disclosed on the travel claim. If any of this third party compensation is designated for travel costs, that amount must be entered in the “Less Paid via Third Party” box on the Exhibit J. If ALL of the expenses are paid by a third party, an Exhibit J is not needed.
  - d. Authority is granted to NAU to resolve unsettled travel claims
  - e. Acknowledgment that filing a false travel claim is a felony
  - f. If the travel is by privately owned automobile or rental vehicle, the traveler has a valid AZ driver’s license, carries liability insurance and meets the authorized driver program requirements.