

# COMPTROLLER TRAVEL POLICY MANUAL

	<b>POLICY: TRV 515-01</b>
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: General Travel Policy</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.R.S. § 35-192.02</a>	Revision date: 02/07/2019

## PURPOSE

To provide overarching policy on employee travel expenses and reimbursements.

## LINKS

- [Annual Travel Certification Form \(ELECTRONIC\)](#)   [Exhibit J Form](#)  
[Annual Travel Certification Form \(PDF\)](#)

## POLICY

### TRV 515-01: Reimbursement of Travel Expenses

1. Reimbursement is for actual expenses incurred.
2. Reimbursement is only made for authorized travel.
3. Reimbursement is for travel expenditures necessary for university business.
4. **Reimbursement will not be made for personal travel or travel that could be construed as a possible conflict of interest. Documentation solidifying the business purpose of the trip should be attached to the travel claim if there is any question.**
5. Whenever practicable, the P-Card should be used to make travel arrangements. Travel and lodging arrangements shall at all times be made to produce the most reasonably economical travel cost to the University. Travelers and others making travel arrangements are not to favor certain airlines or hotel chains based upon potential frequent flyer or frequent lodger awards programs.
6. Faculty and staff must have paid or incurred expenses while performing services as an employee of NAU.
7. [Per CMP 420-01](#), faculty and staff are required to properly account to NAU for the expenses within a reasonable period of time. Requests for reimbursement of travel related expenses should be within 5 days of return but no longer than 30 days after return.
8. [Per CMP 420-01](#), any excess travel advances must be repaid within 30 days of trip return date. If funds are not received within 60 days of return date, the university may pursue the funds through payroll deduction.