

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 515-03
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: General Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 07/01/2013

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 515-03: Funding Sources	
<ol style="list-style-type: none"> 1. Funding source - Employee travel is conducted and reimbursed according to university travel policy regardless of the funding source of the travel expense. 2. Limited funding - When a department has determined a traveler's reimbursement amount to be less than the allowable amount, partial reimbursement must be indicated on the Exhibit J. 3. Sponsored project accounts - Travel on sponsored project funds follows university travel policies, unless the grant terms provide additional criteria. International travel on sponsored project accounts is restricted by the terms of the contract, grant or sponsor. 4. Travel costs must be allocated in proportion to the benefit derived by each sponsor. Accordingly, researchers must provide documentation of their project-related activities to assure that costs are allocated appropriately and that unrelated activities are not charged to the sponsor. Daily activities on research trips must be documented. Copies of agendas or daily logs are acceptable documentation as are any other records that substantiate the activities for which purpose the trip was taken. This documentation may include an agenda or daily log. Other documentation that substantiates that research activities were performed and that outlines details of activities such as types of research conducted, specific places/sites visited, people researcher met with, materials or observations gathered, etc. is acceptable. For additional information see Office of Management and Budget (OMB) Circular A-21 C.4.d.(3). 	