

**COMPTROLLER TRAVEL POLICY MANUAL**

	<b>POLICY: TRV 515-05</b>
	Section: 500 Travel
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	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: 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**

<b>TRV 515-05: Efficient and Cost Effective Travel Practices</b>	
<ol style="list-style-type: none"> <li>1. Travel planning is required. Planning should begin far enough in advance to limit:             <ol style="list-style-type: none"> <li>a. Exceptions to policy</li> <li>b. The number of overnight stays</li> <li>c. Meals, lodging and transportation expense</li> <li>d. Time in travel status</li> <li>e. Number of travelers</li> </ol> </li> <li>2. The most beneficial, cost effective and practical mode of travel will be used.</li> <li>3. Travel should be fair and reasonable but planned for the convenience of NAU using the most economical means. Reimbursement is limited to expense of travel by the most direct and usually traveled route and by the most economical means of transport.</li> <li>4. That portion of any travel which is by an indirect route or which is not in the best interest of the university or is for the personal convenience of the traveler will not be reimbursed.</li> <li>5. Travelers will not be reimbursed for subsistence and travel expenses in excess of that travel time which would have been required.</li> <li>6. Excess travel time will be charged to annual leave.</li> </ol>	