


COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 515-06
	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: 07/01/2018

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 515-06: Annual Travel Certification

An Annual Traveler Certification form is to be completed by each traveler expected to travel for the university during a fiscal year. This certification implies that the traveler has read, understands and agrees to comply with university and departmental travel policies.

A new electronic version of the Annual Travel Certification form is available, travelers can elect to use **either** the electronic or paper version of the form.

The new electronic form infers most information for the traveler, leaving minimal interaction required on the part of the traveler. Generally, a traveler will only have to:

- Acknowledge the Traveler Responsibilities section
- Select the Fiscal Year (if completed in June)
- Update the Supervisor section (if in a pool position or if completing the form as a student or affiliate)
- Select the appropriate Authorized Driver box
- Check the Traveler Certification checkbox

Upon submission, the form will be routed to the traveler's supervisor for review and approval.