

## COMPTROLLER TRAVEL POLICY MANUAL

	<b>POLICY: TRV 515-08</b>
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 04/24/2017
<b>Subject: Non-State Sponsored Payments</b>	Effective date: 04/24/2017
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: 04/24/2017

### PURPOSE

The University sponsors the Purchasing Card (P-card) that can and should be used to book and pay for travel-related activities relating to the business of the University. Certain other payments that directly or indirectly involve travel – such as attendances at conferences, etc. – can also be made through the purchase order process. Collectively, these payment methods are University-sponsored payment methods.

This policy deals with the use and the consequences of the use of non-University payments methods to pay for University travel.

### LINKS

[Exhibit J Form](#)

[NAU Purchasing Card Policy](#)

### POLICY

#### TRV 515-08 Use of non-State sponsored payment methods to pay for state travel

1. Whenever practicable, University sponsored payment methods **must** be used to pay for conferences and common carrier travel.
2. Non-University payment methods may be used for local transportation, lodging, meals and incidentals related to the conduct of University business.
3. If an individual employee's non-University payment card, rather than a University sponsored P-card is used to pay for conferences, lodging, common carrier travel, meals and incidentals, the individual shall not be reimbursed until after the completion of the travel-related event.
4. The University neither shall be liable for and nor shall reimburse an employee for any interest charges, late fees or service fees related to an employee's use of a non-University sponsored P-card.
5. Policies related to travel advances to employees are contained in [travel policy 555-01](#).