


COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 520-04
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Requests for Justification for Exceptions to 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	Revision date: 01/30/2020

PURPOSE

To provide policy on guidance on requests for justification for exceptions to policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Justification for Exception to Policy Signer Lookup List](#) [Justification for Exception to Policy Signer Authorization Form](#)

POLICY

<p><i>Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.</i></p>	
TRV 520-04: Blanket Letter of Justification for Exception to Policy	
<ol style="list-style-type: none"> Blanket requests for approval of justification for exception to policy must be submitted thru the online tool available on the Comptroller’s website. These forms must be renewed on an annual fiscal year basis. 	