

COMPTROLLER TRAVEL POLICY MANUAL

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|  | POLICY: TRV 525-04 |
| | Section: 500 Travel |
| | Page 1 of 2 |
| | Responsible office: Comptroller |
| | Origination date: 01/01/2000 |
| Subject: Ground Transportation | 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: 02/12/2020 |

PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

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| Annual Travel Certification Form (ELECTRONIC) | NAU Transportation Service Center General Info |
| Annual Travel Certification Form (PDF) | NAU Transportation Service Center Home Page |
| Authorized Driver Policy and Procedure | NAU Risk Management Services |
| Exhibit J Form | State of Arizona Travel Policy Supplement 5095 |

POLICY

TRV 525-04: Use of a Personal Motor Vehicle

1. Liability Insurance
 - a. A traveler driving a privately owned vehicle on university business must have current vehicle insurance and a valid driver's license and meet [Authorized Driver](#) program requirements.
 - b. If the traveler does not carry motor vehicle liability insurance that covers the use of a privately owned motor vehicle on university business, it is the responsibility of the traveler's supervisor to prohibit the use of a privately owned vehicle on university business. An alternate method of transportation must be used.
 - c. Mexican authorities do not recognize insurance from the U.S. Although the State of Arizona Department of Administration maintains a Mexican automobile, aircraft, and general liability insurance policy which covers university employees traveling in Mexico on official university business, only university-owned vehicles are covered for automobile liability. Therefore, employees are discouraged from taking private vehicles to Mexico.
 - d. Collision coverage is not provided for privately owned vehicles, even when operated within the course and scope of employment and authorization.
2. Written/email permission from a traveler's supervisor for the use of a personal vehicle for university business must be obtained prior to travel.
3. Hotel parking will not be reimbursed when a traveler has, in response to his own request, been allowed to use his personal vehicle rather than common carrier (e.g. airline) travel to an out of state location.

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| <p>4. Out-of-State</p> <ul style="list-style-type: none"> a. Mileage will be reimbursed at the lesser of: <ul style="list-style-type: none"> i. the rate set by the Arizona Department of Administration plus tolls and parking in the State of Arizona Travel Policy Supplement I. b. If a vehicle is used for out-of-state travel for the convenience of the traveler, the traveler will not be reimbursed for extra meals and lodging incurred due to extra travel time. c. All mileage calculations must comply with mileage policy. d. In computing mileage for reimbursement, mileage is to be rounded to the nearest mile, per trip, using the 5/4 rounding method. <p>5. A traveler may use a personally owned vehicle for personal reasons even through air travel would be the preferable and more economical means of transportation. The cost of meals, lodging, parking, mileage etc., incurred to and from the destination may, within the limits described below, be reimbursed.</p> <ul style="list-style-type: none"> a. Such reimbursement is limited to the cost that would have been incurred had air travel been selected (based on economy fare, booked reasonably in advance). b. Any reimbursement for meals and lodging using a personally owned vehicle in lieu of air travel is limited to the amount that would have been incurred had travel been accomplished by airfare. c. When an employee chooses to use a personally owned vehicle to transport his family, he will not be reimbursed for any travel costs beyond the meal and lodging costs he would have incurred had he used air travel. d. When an employee chooses to use a personally owned vehicle to transport his family, he will not be considered to be traveling on University business; his time is to be recorded as leave; neither he nor his family will be covered by University provided collision or liability insurance. <p>6. A travelers use of his personally owned vehicle to conduct University business when not authorize by University policy and management will not be reimbursed.</p> | |
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