

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 525-05
	Section: 500 Travel
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	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 525-05: Mileage	
<ol style="list-style-type: none"> 1. General Mileage Policy <ol style="list-style-type: none"> a. The mileage reimbursement rate includes all automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, and insurance. b. Mileage <u>is reimbursable</u> for conducting university business within a 50-mile radius of duty post with supervisory approval. c. Mileage reimbursement rates for privately owned motor vehicles are listed in the State of Arizona Travel Policy Supplement I. d. When two or more employees on university business share a private motor vehicle, only the owner or custodian of the vehicle driven may claim reimbursement for mileage. e. Mileage claims must include the traveler’s full residence address including city and zip code and full duty posts addresses including city and zip code, or state that a daily travel log is attached. f. The traveler may only be reimbursed for the most direct route to and from each destination. 2. Commute Mileage <ol style="list-style-type: none"> a. The cost of commuting between a personal residence and a regular duty post is not reimbursed regardless of the distance. b. Commute mileage is based on no more than one round trip to the regular duty post per day. c. Commute miles must also be deducted on weekends, holidays, or other non standard working days. d. When traveling on university business and travel begins or ends at the individual’s residence, reimbursement for mileage is computed as the mileage for the most direct route 	

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<p>to the destination less the commute mileage to or from the regular duty post.</p> <p>3. Computation of Mileage</p> <p>a. Mileage may be calculated by one of the following methods:</p> <p> i. Actual mileage log with odometer readings and specific addresses</p> <p> ii. Printed copy of another method such as Google Maps or Mapquest.</p> <p>b. Mileage should be rounded to the closest whole mile using the 5/4 rounding method.</p>	
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