

**COMPTROLLER TRAVEL POLICY MANUAL**

	<b>POLICY: TRV 525-06</b>
	Section: 500 Travel
	Page 1 of 2
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Ground Transportation</b>	Effective date: 01/01/2000
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: 01/30/2020

**PURPOSE**

To provide policy on transportation expenses and reimbursements.

**LINKS**

- |   |  |
|---|--|
| <a href="#">Annual Travel Certification Form (ELECTRONIC)</a> | <a href="#">NAU Transportation Service Center General Info</a> |
| <a href="#">Annual Travel Certification Form (PDF)</a>        | <a href="#">NAU Transportation Service Center Home Page</a>    |
| <a href="#">Authorized Driver Policy and Procedure</a>        | <a href="#">NAU Risk Management Services</a>                   |
| <a href="#">Exhibit J Form</a>                                | <a href="#">State of Arizona Travel Policy Supplement 5095</a> |

**POLICY**

<b>TRV 525-06: Rental Cars</b>	
<ol style="list-style-type: none"> <li>1. The original rental car contract and receipt received from the rental car company are required for reimbursement.</li> <li>2. For Transport to a Destination Out-of-State             <ol style="list-style-type: none"> <li>a. Justification for rented vehicles for travel to an out-of-state destination must be authorized by the justification for exception to policy signer on the Exhibit J.</li> </ol> </li> <li>3. Transportation at the point of destination             <ol style="list-style-type: none"> <li>a. Rented or leased vehicles may be used for ground transportation at the point of destination when it is in the best interests of the university to do so. Leased vehicles must not be used when taxis, buses and other alternatives are more economical.</li> <li>b. Rental vehicles are not allowed when staying at a designated place of lodging listed in the brochure, agenda, etc. If rental car is obtained, justification is required and approved by the justification for exception to policy signer.</li> </ol> </li> <li>4. Collision Damage Waiver Coverage (CDW)             <ol style="list-style-type: none"> <li>a. Collision Damage Waiver insurance should be purchased for all out-of-state car rentals. CDW is allowable for in-state rentals but is not required.</li> </ol> </li> <li>5. Insurance             <ol style="list-style-type: none"> <li>a. When a traveler rents a motor vehicle for university business using the university PCard, the traveler and vehicle are insured for liability and physical damage losses through the university’s insurance program.</li> <li>b. Vehicle liability insurance is not considered rental vehicle expenses and will not be</li> </ol> </li> </ol>	

**COMPTROLLER TRAVEL POLICY MANUAL**

	<b>POLICY: TRV 525-06</b>
	Section: 500 Travel
	Page 2 of 2
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Ground Transportation</b>	Effective date: 01/01/2000
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: 01/30/2020

- reimbursed.
  - c. Vehicle insurance purchased at the direction of Risk Management Services for vehicles rented outside of the U.S. is considered a legitimate rental vehicle expense and will be reimbursed.
  - d. Proof-of-insurance cards are available from Risk Management Services and should be obtained prior to renting a motor vehicle.
6. Mileage
- a. Travelers using rented vehicles will not be allowed to claim mileage.
7. Reimbursement for Fuel
- a. Reasonable gasoline purchase will be reimbursable if original receipts are provided.
8. Prepaid Fuel Option
- a. The pre-purchase of a tank of gas at the time of the vehicle rental that allows the traveler to return the rental vehicle without having to refill the tank. Refunds are not given for unused gas from the rental vehicle company. The cost effectiveness of this option is difficult to achieve and substantiate. As a result, this option is not to be used and will not be reimbursed.
9. Guidelines for Car Rental Equipment
- a. Optional equipment rentals such as GPS units, satellite radio, etc. are not reimbursable expenses.
  - b. Guidelines for size of car to be rented
  - c. Travel of a week or less
    - i. One to two individuals - compact vehicle.
    - ii. Three individuals – intermediate/mid-size vehicle.
    - iii. Four individuals –intermediate/mid-size vehicle.
  - d. Travel of a week or more
    - i. One individual – compact vehicle.
    - ii. Two or three individuals - an intermediate/mid-size size vehicle.
    - iii. Four or more individuals – approval for a vehicle that meets their needs as recommended by the department.
10. If there are unusual circumstances which make the above criteria unworkable, department leadership may request a justification for exception to policy for an appropriate size vehicle upon receipt of a properly substantiated justification.
11. NAU has a contract with Enterprise Car Rental. Use this site for booking:  
<https://elink.enterprise.com/en/norazuni.html>. The contract will automatically add the CDW insurance for free and the University is not charged for underage (25 year old) drivers. Please note the rental must be paid with a PCard,