

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 525-07
	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: 07/01/2013

PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

- | | |
|---|--|
| 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 525-07: Parking	
<ol style="list-style-type: none"> If department leadership has preapproved the use of an automobile, parking fees are reimbursable for fees if incurred at a temporary duty post, hotel for overnight lodging, etc. Valet parking fees are not reimbursable. <p>General Airport Parking Guidelines</p> <p>While it is impractical to list parking rates for every airport in the country or even in the State, there are some general guidelines that all University travelers are to follow when parking at airports.</p> <ul style="list-style-type: none"> Economy, long-term, off-premises parking serviced by shuttle is to be chosen when available. The University will not reimburse upcharges for covered or inside parking. Receipts with details are required. In addition to base parking charges, employees will be reimbursed for any taxes, one-time fuel charges, or other non-optional fees that are imposed. Reservation fees are not reimbursable. 	

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 525-07
	Section: 500 Travel
	Page 2 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: 07/01/2013

- Airport parking coupons may be available at a parking vendor’s website and should be used when they result in a lower cost to the State.

Phoenix Airport Parking Facilities

For airport parking in Phoenix, a University employee may park wherever you find it convenient to do so, but will only be reimbursed the lesser of the actual amount incurred or six dollars and fifty cents (\$6.50) per day **base** parking charges.

The ParkingSpot—4040 E. Van Buren St., Phoenix, AZ (602) 286-9212, 24/7 service—currently offers rates that comply with State reimbursement limits. Travelers must present or acquire a Spot Club Card to take advantage of the discounted rate. They can do so by joining the vendor’s Spot Club online before any anticipated travel at <https://www.theparkingspot.com/locations/phoenix/phx/the-parking-spot-2>).

A University employee with a smart phone and a personal credit card can also sign up for the Parking Spot App (<https://theparkingspot.com/spot-club/sign-up?gCode=Stat1898>), using the company code Stat1898. The employee is to use a personal credit card, not the NAU P-card in connection with the Parking Spot App (this is because the Parking Spot App can be used for personal as well as official State business parking.)

An employee’s failure to acquire a Spot Club Card will not justify the granting of an exception from the reimbursement limitation.