

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 530-01
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Air 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: 05/15/2013

PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

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| Exhibit J Form | Fly America Act |
| NAU Risk Management Services | State of Arizona Travel Policy Supplement |

POLICY

TRV 530-01: General Requirements for Transportation Expenses	
<ol style="list-style-type: none"> 1. Transportation expenses may be incurred and reimbursed for authorized travel on university business. 2. Transportation means are to be selected based on the most reasonable and customary mode of transportation, the most commonly traveled route consistent with the authorized purpose of the trip, time effectiveness and for the benefit of the university. The principles of this section apply regardless of the mode of transportation selected. 3. Reimbursement for commercial or chartered aircraft may not exceed the actual amount the traveler paid. 4. Reimbursement for the following expenses must be substantiated by original itemized receipts that illustrate proof of payment: <ol style="list-style-type: none"> a. All airline expenses b. All airport motor vehicle parking expenses c. All chartered aircraft and aircraft rental and fuel expenses d. All aircraft landing and aircraft parking fees 5. Original itemized receipts that illustrate proof of payment should be attached to the Exhibit J. However, if the PCard was used to incur the expense, the original itemized receipt should be filed with the PCard log and a copy of the receipt should be attached to the Exhibit J. 6. Reimbursement of cancelation and late fees is discouraged. However, they are reimbursable at the discretion of department leadership in unusual circumstances provided that the business purpose is documented and attached to the reimbursement claim form. They should not be reimbursed when the fee is incurred for personal purposes and are considered avoidable. 7. The University may authorize a traveler to combine business and personal travel. <ol style="list-style-type: none"> a. Only expenses incurred on the days the traveler is doing University business will be reimbursed. b. If personal travel occurs during time normally scheduled for work, the traveler must charge 	

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<p>the time to annual leave.</p> <ol style="list-style-type: none"> c. If transportation costs are increased due to a lengthened trip, the traveler is responsible for the increase and, rather than the University using its P-card, the traveler must pay for the transportation and lodging using a personal credit card or other means of prepayment and be reimbursed by the University for the business portion of the fare after completion of the trip. d. To determine the amount of reimbursement, determine what the cost of the business portion of the fare, independent of the personal portion would have been. The cost of the business portion of the fare is the lowest fare that would have been or would be available for the business portion of the trip if the business travel were booked at least two weeks in advance of departure and neither the departure or the return were to fall on a holiday weekend. e. Quotes showing the business portion only versus adding personal time to the fare, are required in order for the airfare to be reimbursed. No quotes, no reimbursement. <p>The following expenses are not to be reimbursed:</p> <ol style="list-style-type: none"> a. Upgraded (e.g., from economy to business or first class) common carrier fares. b. Priority boarding charges c. Cancellation fees and penalties incurred for personal reasons. d. Charges related to seat selection. <p>A traveler may upgrade to a higher class of travel, or make other arrangements, such as a seat selection, for which there is a charge, at his own expense.</p>	
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