

# COMPTROLLER TRAVEL POLICY MANUAL

	<b>POLICY: TRV 530-04</b>
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Air 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: 05/15/2013

## PURPOSE

To provide policy on transportation expenses and reimbursements.

## LINKS

[Exhibit J Form](#)

[Fly America Act](#)

[NAU Risk Management Services](#)

[State of Arizona Travel Policy Supplement V](#)

## POLICY

<b>TRV 530-04: Chartered Flights</b>	
1. Chartered aircraft for travel is allowed provided a common carrier is not feasible or an alternate mode of travel is impractical. Department leadership, not the traveler, will determine if such travel is justified and is in the best interest of the university.	
2. Chartered air service may only be obtained from FAA licensed commercial flight operators.	