

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 535-01
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Lodging	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: 03/27/2019

PURPOSE

To provide policy on lodging expenses and reimbursements.

LINKS

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| Department of Defense International Rates | NAU Telecommunications |
| Exhibit J Form | State of Arizona Travel Policy Supplement I |

POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 535-01: General Lodging Policy

1. Reimbursable lodging expenses include the actual cost of a single occupant room plus taxes and all mandatory service charges (parking, resort fees, etc.) that are charged by the facility and not required by law.
2. Additional expenses for room features, personal items, etc. incurred for the convenience of the traveler are not reimbursable.
3. Hotel parking will not be reimbursed when a traveler has, in response to his own request, been allowed to use his personal vehicle rather than common carrier (e.g. airline) travel to an out of state location.
4. Original itemized receipts are required for the reimbursement of the following expenses:
 - a. All lodging expenses
 - b. All communication expenses
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.

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| <ol style="list-style-type: none"> 6. Lodging expense is reimbursable only for authorized travel on official university business outside a radius of 50 miles from the traveler’s personal residence and regular duty post. 7. Reimbursement for lodging in destinations within the continental U.S. is at the lesser of the actual daily room charge paid or the maximum reimbursement rate for the type of expense and destination as listed in the State of Arizona Travel Policy Supplement I. 8. Reimbursement for lodging in destinations outside the continental U.S. including Alaska and Hawaii is the lesser of the daily room charge paid or the maximum reimbursement rate per the Department of Defense international rates. 9. To be eligible for reimbursement, lodging must be at a commercial establishment and the individual is required to request the lowest available rate (e.g., the government, commercial, or corporate rate). The term “commercial establishment” includes any enterprise that offers its services to the public and charges an advertised rate and, thus, includes accommodations offered by online rental services (such as, VRBO and Airbnb). 10. In the case of all lodging arrangements, additional fees that may be charged for booking, cleaning, parking, resort and health club facilities, etc., should be reviewed to determine their effect on whether the full amount of the accommodations can be reimbursed. 11. Processing fees from an online booking tool are an allowable expense when documented on an original receipt or itinerary as an extra fee. 12. While such things as maid service tips and baggage storage at hotels are reimbursable, they are incidentals and, as such, are paid from the daily meals and incidentals reimbursement limits (thus reducing the amount available for meals). 13. 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. | |
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