

**COMPTROLLER TRAVEL POLICY MANUAL**

	<b>POLICY: TRV 535-03</b>
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Lodging</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 lodging expenses and reimbursements.

**LINKS**

- |   |   |
|---|---|
| <a href="#">Department of Defense International Rates</a> | <a href="#">NAU Telecommunications</a>                      |
| <a href="#">Exhibit J Form</a>                            | <a href="#">State of Arizona Travel Policy Supplement I</a> |

**POLICY**

<p><i>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.</i></p>	
<b>TRV 535-03: Designated Lodging for an Event</b>	
<ol style="list-style-type: none"> <li>1. Reimbursement for lodging at the hotel at which the event is held may be made at a rate higher than the maximum for the destination without a justification for exception to policy provided the hotel rate and establishment name is published in the supporting documentation and is the least expensive single room rate available.</li> <li>2. If the Reimbursement for lodging in the immediate vicinity of the event hotel may be made at a rate higher than the maximum for the destination without a justification for exception to policy provided that the alternate accommodation rate (plus additional fees, transportation, etc.) does not exceed the least expensive conference hotel single room rate published in the supporting documentation, and is the least expensive single room rate available for the alternate accommodation.</li> </ol>	