

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 535-04
	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: 06/26/2019

PURPOSE

To provide policy on lodging expenses and reimbursements.

LINKS

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

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>	
TRV 535-04: Shared Lodging	
<ol style="list-style-type: none"> 1. Shared lodging with another traveler on NAU business– Reimbursement <u>per person</u> will not exceed the amount allowable per person of the actual cost of a single occupant room plus taxes and all <u>mandatory</u> service charges (parking, resort fees, etc.) that are charged by the facility and not required by law. 2. Shared lodging with a traveler NOT on NAU business– When lodging is shared with an individual not on NAU business (such as a spouse or family member), reimbursement shall not exceed the amount that would have been allowed had the traveler been lodging alone, i.e., the total single room rate. 	