

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 535-05
	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: 09/26/2019

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 535-05: Shared Lodging Computations	
<p>Below are two methods for requesting reimbursement when lodging is shared with a NAU traveler:</p> <ol style="list-style-type: none"> Each traveler should obtain a separate original lodging receipt for his portion of the lodging cost. The total of the separate lodging receipts cannot exceed the total lodging cost. When a room is to be shared, the travelers should request separate receipts in advance (when they register or check in) from the lodging establishment. At the discretion of the travelers or if the lodging establishment cannot or will not provide separate original lodging receipts, one traveler submits the original lodging receipt and the other traveler(s) must submit photocopies. However, each receipt (both the original and the photocopies) must be marked “Shared Lodging” and must include the names of all travelers sharing the room. Photocopies must be signed by the traveler submitting them, his supervisor and an authorized signer. No photocopies will be accepted without these original signatures 	