

COMPTROLLER TRAVEL POLICY MANUAL

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|--|---------------------------------|
|    | <b>POLICY: TRV 545-02</b>       |
|  | Section: 500 Travel             |
|  | Page 1 of 1                     |
|  | Responsible office: Comptroller |
|  | Origination date: 01/01/2000    |
| <b>Subject: Out-of-State Travel</b>  | Effective date: 01/01/2000      |
| Source: University Policy<br><a href="#">State of Arizona Travel Policy</a><br><a href="#">State of Arizona Travel Policy Supplements I - V</a><br><a href="#">A.R.S. §38-621 through A.R.S. §38-627</a> | Revision date: 07/01/2014       |

**PURPOSE**

To provide policy on the additional requirements for travel on university business that is out-of-state.

**LINKS**

[Exhibit J Form](#)

[Out-of-State Request for Multiple Representation Form](#)

**POLICY**

|   |  |
|---|--|
| <b>TRV 545-02: Trip Approval</b>  |  |
| <ol style="list-style-type: none"><li>1. An employee must obtain prior approval for out-of-state travel from department leadership. This approval may be electronic or written.</li><li>2. Travel to an out-of-state destination must be transacted in accordance with <a href="#">TRV 525-01: Ground Transportation</a> and <a href="#">TRV 530-01: Air Transportation policies</a>.</li></ol> |  |