

COMPTROLLER TRAVEL POLICY MANUAL

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|--|---------------------------------|
|    | <b>POLICY: TRV 545-03</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: 08/10/2009       |

**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**

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| <b>TRV 545-03: Multiple Representations</b>  |  |
| <ol style="list-style-type: none"><li>Multiple representations by employees of the university at an event outside of the state are to be held to a minimum. Attendance by three or more people from a single academic or administrative unit or department must be justified in writing by marking the “Multiple Representation” exception on the Exhibit J or completing the Out-of-State Request for Multiple Representation form.</li><li>Research and recruiting travel is an exception to this policy and does not require any additional action.</li></ol> |  |