


COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 555-02
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Special Circumstances	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: 07/01/2013

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

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| Academic Institutional Excuse form | NAU Purchasing Card Policy |
| Exhibit J form | Student Team/Group List form |
| Meal Money form | |

POLICY

TRV 555-02: Travel within 100 Miles of the Arizona Border	
<ol style="list-style-type: none"> 1. Travel to U.S. states within 100 miles of the border with Arizona may be deemed in-state travel at the discretion of department leadership. 2. The decision to treat a travel transaction as in-state instead of out of state may impact: <ol style="list-style-type: none"> a. Account coding b. The need to prepare a TA c. Use of a personal vehicle d. Maximum reimbursement rates for M&IE and lodging 3. The in-state travel rules must be applied consistently across the travel transaction. 4. Single day and extended day reimbursements should be treated as in-state travel. 	