


**COMPTROLLER TRAVEL POLICY MANUAL**

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|    | <b>POLICY: TRV 555-03</b>          |
|  | Section: 500 Travel                |
|  | Page 1 of 2                        |
|  | Responsible office:<br>Comptroller |
|  | Origination date: 01/01/2000       |
| <b>Subject: Special Circumstances</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 treatment of special travel circumstances.


**LINKS**

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| <a href="#">Academic Institutional Excuse form</a> | <a href="#">NAU Purchasing Card Policy</a>   |
| <a href="#">Exhibit J form</a>                     | <a href="#">Student Team/Group List form</a> |
| <a href="#">Meal Money form</a>                    |  |

**POLICY**

| <b>TRV 555-03: Group Travel – Non-Athletic Team</b>   |  |
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| <p><i>Note: Athletic team/group travel policy is specific to Intercollegiate Athletics and is not covered in this manual.</i></p>   |  |
| <ol style="list-style-type: none"> <li>1. Travel Approvals             <ol style="list-style-type: none"> <li>a. Department leadership will approve in advance all official group travel for university business.</li> <li>b. A student Academic Institutional Excuse form and a Student Team/Group List form shall be on file prior to departure.</li> </ol> </li> <li>2. Group Travel Advances             <ol style="list-style-type: none"> <li>a. Group travel advances are available for groups who expect to have reimbursable meal and lodging expenses that cannot be charged on a credit card.</li> <li>b. The travel advance will be issued to the individual responsible for the advanced funds and associated documentation. This individual is responsible for settling the advance and ensuring that the expense is allocated to the appropriate funding source.</li> <li>c. Group travel advances for \$100 or more are issued for 100 percent of the estimated meal and lodging expenses for students.</li> <li>d. Group travel advances for \$100 or more are issued for 80 percent of the estimated meal and lodging expenses for employees.</li> <li>e. The advance is issued in the form of an EFT or university check payable to the responsible traveler.</li> </ol> </li> <li>3. Repayment of Group Advances             <ol style="list-style-type: none"> <li>a. An Exhibit J must be submitted no later than five days after returning from the trip.</li> <li>b. Excess advance monies must be repaid within 30 days.</li> <li>c. The travel advance must be deducted on the Exhibit J form.</li> <li>d. An Exhibit J form must be completed for all travel expenses. The Academic Institutional Excuse and the Student Team/Group List form must be attached to the travelers' Exhibit J.</li> </ol> </li> </ol> |  |

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|  <b>NORTHERN ARIZONA UNIVERSITY</b>   | <b>POLICY: TRV 555-03</b>          |
|  | Section: 500 Travel                |
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| <p>e. Meal and incidental expense (M&amp;IE) allocated to accompanying travelers must be documented on the Meal Money form and attached to the Exhibit J form.</p> <p>f. If an outstanding travel advance is not repaid within 60 days, it is the university's policy to seek remuneration of travel advances through payroll deduction.</p> |  |
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