

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 555-04
	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

[Academic Institutional Excuse form](#)

[NAU Purchasing Card Policy](#)

[Exhibit J form](#)

[Student Team/Group List form](#)

[Meal Money form](#)

POLICY

TRV 555-04: Package or Group Discounts	
<ol style="list-style-type: none"> When using websites (such as Expedia, Travelocity, Hotwire, etc.) to make travel arrangements using package deals, documentation is required for each specific item included in the package such as airfare, hotel, and rental car. Documentation should be provided to substantiate the conformance with set rates as established in travel policy. If such documentation cannot be obtained from the website or vendors, the traveler is responsible for comparing the package price to the separate coach airfare rates, hotel rates and vehicle rental rates and providing documentation to reflect that the package price is less expensive than fares allowed individually. When the website documentation is not sufficiently detailed, a signed statement by the employee who arranged the travel (along with documentation from separate coach airfare rates, hotel rates, etc.) referencing the comparison above is to be attached to the travel claim to certify that a reasonable effort was made to procure the best price for the university. 	