


COMPTROLLER TRAVEL POLICY MANUAL

	<b>POLICY: TRV 560-04</b>
	Section: 500 Travel
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Avoiding Appearance of Personal Benefit</b>	Effective date: 01/01/2000
Source: University Policy <a href="#">State of Arizona Travel Policy</a> <a href="#">State of Arizona Travel Policy Supplements I - V</a> <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 treatment of travel reimbursements that have the potential of the appearance of personal benefit.

**POLICY**

**TRV 560-04: Indirect or Interrupted Travel Itineraries**

<ol style="list-style-type: none"><li>1. Advance department leadership approval is required when a traveler takes an indirect route or interrupts travel by a direct route.</li><li>2. Changes to a traveler’s itinerary that occur after departure must be for university business and approved by department leadership in order to be eligible for reimbursement for additional expenses.</li><li>3. Any resulting additional expenses that are not pre-approved by department leadership will be the responsibility of the traveler.</li><li>4. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less.</li></ol>	
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