

Responsible Executive: Senior Vice President of University Finance and Business Services
Responsible Office: Comptroller
Effective Date: 07.01.2022
Last Revised: 01.09.2023

TRV: 540 - Meal and Incidental Expense Reimbursement

REASON FOR THIS POLICY

Clear standards for meal and incidental expense reimbursement for individuals traveling on University business.

ENTITIES AUTHORIZED TO REIMBURSE TRAVEL EXPENSES

- Supervisors of individuals who travel for University business
- Local Fiscal Oversight (LFO) designees of individuals who travel for University business

POLICY

A. Applicability

This policy applies to all University community members, including faculty, staff, students, agents, and Volunteers who travel for the purpose of conducting University business, which for purposes of this policy excludes normal or everyday personal transportation to and from the workplace.

For the purposes of travel policy, all meals while on travel for University business are provided at no charge, whether or not the traveler accepts or consumes the provided meal - the traveler is not entitled to reimbursement for that meal and the traveler's allowable daily meal amount will be reduced – applies to both overnight and day trip travel.

- Some meals while in travel status may qualify as Business Meals/Food and can be paid on an NAU PCard, *reference*

- b. The meal features a speaker, formal panel discussion, or other activity integral to the purpose of the event. Supporting documentation is required to substantiate the business meal and must be included with the Expense Claim.

Event Meals can be considered I723rT

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APPENDIX

None.