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.

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

POLICY

A. Applicability

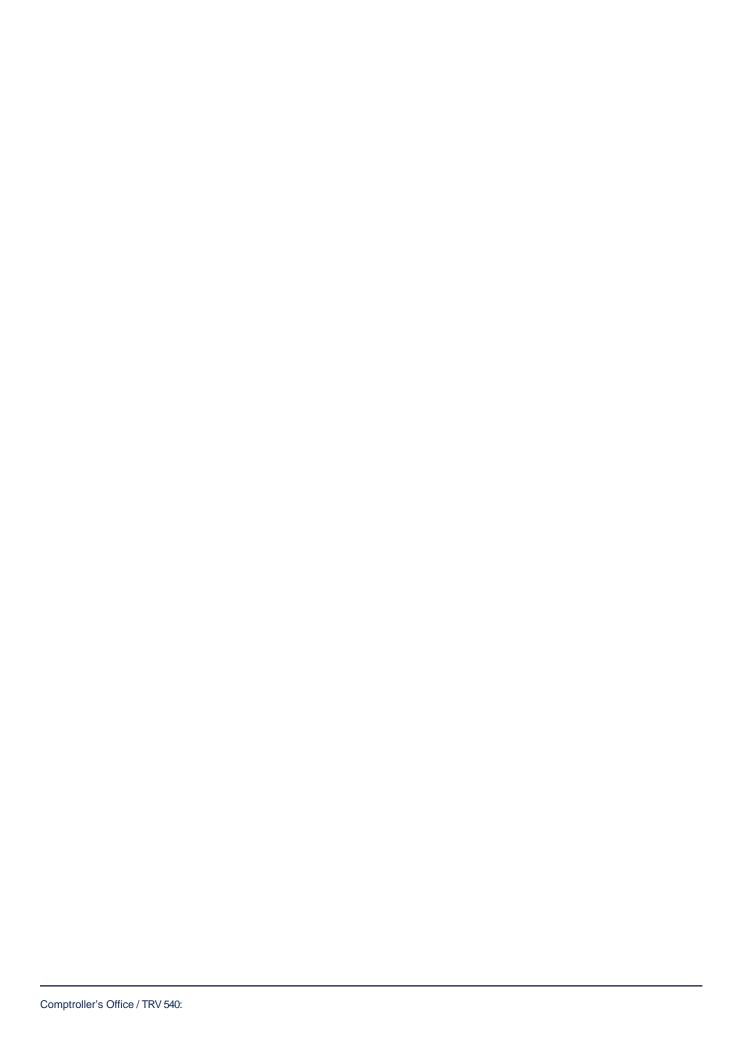
This policy applies to all University community members, including faculty, staff, students, agents, and Volunteers who travel for the purpose of conducting University business, which for purposes of this policy excludes normal or everyday personal transportation to and from the workplace.

For the purposes of travel policy, attory halber250st, put the firme attended with the purposes of traveler accepts or consumes the provided meal - the obtended to reimbursement for that meal and the traveler's allowable daily ent 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.	