
TRV: 525 – TRANSPORTATION EXPENSES

REASON FOR THIS POLICY

ENTITIES AFFECTED

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. involving discussion, research, or the exchange or dissemination of information.

B. General Requirements and Prohibitions

1. Transportation expenses may only be incurred for authorized travel on university business. Mode of transportation is to be selected based on the most reasonable and customary means, most commonly traveled route consistent with the authorized purpose of the trip, time effectiveness and for the benefit of the university.
 - a. Transportation expenses may include university fleet vehicle, public transportation, airfare, checked bags, rental cars, mileage, fuel/gas, road tolls, bridge fees, and parking.
 2. Itemized, legible receipt(s) that illustrate proof of payment must be submitted to support the Travel Expense Claim regardless of payment method. Receipt submission is the responsibility of the individual who made the PCard purchase or is requesting the reimbursement.
 - a. If a NAU PCard was used to incur the expense, reconciliation of the expense in PeopleSoft Financials is also required and to be completed by the individual making the purchase.
 3. If operating a motor vehicle on university business a university traveler, employee or student must be registered as an [Authorized Driver](#) before travel expenses may be incurred or reimbursed.
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Forms or Tools

_____ OR _____

documents and receipts

transcript

template

Cross-References

Sources

APPENDIX
