


COMPTROLLER TRAVEL POLICY MANUAL

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	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Travel Definitions	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: 01/30/2020

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Justification for Exception to policy signer An NAU employee who has been assigned by department leadership to attest to the best of his knowledge that exceptions to the travel policies are appropriate, sufficiently documented, and appear to be for a valid university purpose. These personnel, who have travel policy expertise, encourage adherence to policy and possess the authority to review and approve the justification for exception to policy when warranted.

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Transportation expense - The actual cost of transportation by airplane, train, bus, car, etc. between a

Travel authorization (TA) A PeopleSoft financial system document created prior to the trip. This document is required with a cash advance request and optional without a cash advance request.

Travel expense May include any of the following. See individual expense item for definition.

1. Baggage expenses
2. Event, conference, convention and meeting fees
3. Lodging expenses
4. Meal and incidentals expenses
5. Miscellaneous travel expenses
6. Personal aircraft expense
7. Personal vehicle expenses
8. Rental vehicle expense
9. Taxi, commuter bus, and airport limousine expense
10. Telephone and communications expense
11. Transportation expense

Travel specialist NAU employee assigned to process travel that is responsible for understanding travel policy and guidelines and ensuring compliance by the traveler.

Travel status For purposes of determining travel status, the traveler must be on authorized official university business. Travel begins when the traveler leaves the personal residence or duty post, whichever occurs last, and ends when the traveler returns to the personal residence or duty post, whichever occurs first. To be eligible for lodging and meal expenses, the traveler must travel overnight

Traveler Any NAU employee, NAU student, or NAU graduate student who is in travel status. Non-NAU travelers are reimbursed in accordance with policy [CMP 421-02: Interviewees and Other Non-Employees](#). Reimbursement of moving expenses is to be transacted in accordance with policy [CMP 420-03: Relocation Expenses](#).

University business Travel that provides a benefit to Northern Arizona University and serves a public interest. It is the responsibility of the department leadership to determine if travel qualifies as university business.