


COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 515-08
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 04/24/2017
Subject: Non-State Sponsored Payments	Effective date: 04/24/2017
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: 04/24/2017

PURPOSE

The University sponsors the Purchasing Card (P-card) that can and should be used to book and pay for travel-related activities relating to the business of the University. Certain other payments that directly or indirectly involve travel such as attendances at conferences, etc. can also be made through the purchase order process. Collectively, these payment methods are University-sponsored payment methods.

This policy deals with the use and the consequences of the use of non-University payments methods to pay for University travel.

LINKS

[Exhibit J Form](#)

[NAU Purchasing Card Policy](#)

POLICY