


COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 555-03
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Special Circumstances	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: 07/01/2014

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

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| Academic Institutional Excuse form | NAU Purchasing Card Policy |
| Exhibit J form | Student Team/Group List form |
| Meal Money form | |

POLICY

555-03: Group Travel – Non-Athletic Team

Athletic team/group travel policy is specific to Intercollegiate Athletics and is not covered in this manual.

Travel Approvals

Department leadership will approve in advance all official group travel for university business.
A student Academic Institutional Excuse form and a Student Team/Group List form shall be on file prior to departure.


Group Travel Advances

Group travel advances are available for groups who expect to have reimbursable meal and lodging expenses that cannot be charged on a credit card.
The travel advance will be issued to the individual responsible for the advanced funds and associated documentation. This individual is responsible for settling the advance and ensuring that the expense is allocated to the appropriate funding source.
Group travel advances for \$100 or more are issued for 100 percent of the estimated meal and lodging expenses for students.
Group travel advances for \$100 or more are issued for 80 percent of the estimated meal and lodging expenses for employees.
The advance is issued in the form of an EFT or university check payable to the responsible traveler.

Repayment of Group Advances

An Exhibit J must be submitted no later than five days after returning from the trip.

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| <ul style="list-style-type: none"> e. Meal and incidental expense (M&IE) allocated to accompanying travelers must be documented on the Meal Money form and attached to the Exhibit J form. f. If an outstanding travel advance is not repaid within 60 days, it is the university's policy to seek remuneration of travel advances through payroll deduction. | |
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