

AIRFARE

Coach, economy or other discounted class of fare must be used for commercial airline travel. Travelers and Travel Specialists will check for the lowest total fare including additional fees such as reservation, checked baggage, seat assignments, etc. and consider connecting flights when practical. Baggage handling and storage fees are reimbursed at the discretion of department leadership. Gratuities are limited to the industry standard for tipping on baggage of \$1 per bag. Gratuity in excess of \$1 per bag is considered part of M&IE and will not be reimbursed. Flight insurance purchased by the traveler is not reimbursable.

GROUND TRANSPORTATION

Transportation expenses may be incurred and reimbursed for authorized travel on University business. Receipts are required for all local transportation fares greater than \$25 per trip. A valid driver's license is required and must be entered on the Annual Travel Certification before driving on University business. Contact your Travel Specialist for in- and out-of-state transportation requirements.

MILEAGE

Mileage for travel in a personal vehicle is reimbursed at the state rate of 44.5 cents per mile. The traveler may only be reimbursed for the most direct route to and from each destination. Mileage may be calculated by an actual mileage log with odometer readings and specific addresses, or a printed copy of another method such as Mapquest.com web site. A privately owned motor vehicle may be used for out-of-state travel with approval from the traveler's supervisor. Justification for such use must be noted as an exception to policy on the Exhibit J. Contact your Travel Specialist on qualifications of reimbursable mileage. Travelers using University fleet vehicles will not be allowed to claim mileage.

RENTAL CARS

Travelers will need prior approval from an appropriate official for the use of a rental car. Leased vehicles must not be used when taxis, buses and other alternatives are more economical. Rental vehicles are not allowed when staying at a designated place of lodging listed in the brochure, agenda, etc. The original rental car contract and receipt received from the rental car company are required for reimbursement. Purchase of rental insurance and/or a prepaid fuel option is not a reimbursable expense. Contact your Travel Specialist for in- and out-of-state requirements.

GASOLINE RECEIPTS

Receipts must show dates, name of vendor, amount paid. Reimbursement is only allowable for personal vehicle or rental car. The Purchasing Card may not be used for gas for a personal vehicle.

TRAVEL ADVANCES

Advances shall be restricted to unusual situations and be documented on the Exhibit J and approved by the Travel Specialist, exception to policy signer and department leadership. Advances are granted only for meals and lodging expenses at a rate of 80% of the projected total.

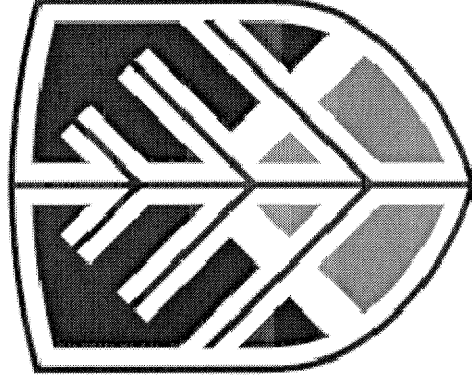
FOREIGN CURRENCY/RECEIPTS

All travel claims will be submitted in U.S. dollars. If foreign currency conversion is required, use the actual exchange rate for each transaction, or the median or interbank exchange rate. Receipts for reimbursable travel expenses must be translated into English prior to submission for claim processing. All details of the transaction must be translated including vendor name, date, amount, etc.

<http://home.nau.edu/comptr/travel.asp>

Travel Guide

**NORTHERN
ARIZONA
UNIVERSITY**



A guide for faculty, staff and
students traveling on University
business

GENERAL TRAVEL INFORMATION

This is only a guide for Northern Arizona University faculty, staff, and students traveling on University business. These policies apply to all NAU travel regardless of funding.

Refer to the NAU Travel policies and procedures for complete travel information, available at <http://home.nau.edu/comp/tr/policy.asp> Travel arrangements and reservations are made by the traveler or designated representative, in conjunction with departmental approval and a Travel Specialist.

All out-of-state travel requires advance approval. Contact your Travel Specialist about requirements for in-state travel. A signed Record of Absence (ROA) form is required for all employees traveling on University business. Contact your Travel Specialist for in- and out-of-state requirements.

Within five working days after returning from a trip, ***all required original receipts must be submitted to your Travel Specialist for reimbursement of travel expenses.*** A reimbursement will be sent by direct deposit. If you opted out of a direct deposit, a check will be sent to the address selected by your Travel Specialist.

Reimbursement must not exceed the actual amount of travel-related expenses, is limited to expense of travel by the most direct and usually traveled route, and by the most economical means of transport. Any portion of travel which is not in the best interest of the University will not be reimbursed.

When personal travel is taken while on official travel status, the exact hour of departure and return to the temporary duty post must be communicated to your Travel Specialist. M&IE is not granted for the personal period nor expenses allowed for transportation to and from the temporary duty post.

BUSINESS COMMUNICATION

Business related communications charges are reimbursable if documented by original receipts or are included in the itemized lodging receipt. Business-related calls should be noted on the hotel receipt. Personal phone calls are not reimbursable.

MEALS AND INCIDENTALS

Claims for meals and incidentals should never exceed actual expenses. Reimbursement will not be allowed for meals provided at no cost or on a complimentary basis by the facility at which one is lodged, at a state institution, or meals that are included in the cost for other travel related expenses, such as an event fee or airfare. Partial day M&IE reimbursement policy applies on the days of travel to and from the permanent duty post. Contact your Travel Specialist for M&IE reimbursement requirements.

REIMBURSEMENT RATE INDEX

A traveler must be in overnight travel status outside a radius of 50 miles from the traveler's personal residence and permanent duty post to be eligible for M&IE reimbursement. Although they normally do so, the amounts allowed for M&IE are not necessarily intended to cover the entire cost of a meal taken while in travel status. The amounts are more than sufficient to compensate the traveler for the estimated difference between the cost of a meal taken on the road and the cost of a meal prepared at home.

A traveler will be reimbursed M&IE based on the State rates defined in the following table.

Breakfast	\$7.	\$8.	\$9.	\$10.	\$11.	\$12.
Lunch	\$10.	\$11.	\$13.	\$14.	\$16.	\$17.
Dinner	17.	\$20.	\$22.	\$25.	\$27.	\$30.
	\$34.	\$39.	\$44.	\$49.	\$54.	\$59.

Includes tax and tips (receipts not required).

PURCHASING CARD

Using the University Purchasing Card is faster, convenient, and safer than carrying a large amount of cash. Travel policies must be applied when using the University Purchasing Card. For information about the Purchasing Card, contact your department Purchasing Card liaison.

LODGING

Lodging expense is reimbursable only for authorized travel on official University business outside a radius of 50 miles from the traveler's personal residence and regular duty post. To be eligible for reimbursement, lodging must be at a commercial establishment and the individual is required to request the lowest available rate (e.g., the government, commercial, or corporate rate). Reimbursable lodging expenses include the actual cost of a single occupant room plus taxes and all mandatory service charges (parking, resort fees, etc.) that are charged by the facility and not required by law. Additional expenses for room features, personal items, etc, incurred for the convenience of the traveler are not reimbursable. Original itemized receipts are required for reimbursement of all lodging expenses and all communications expenses. Do not direct bill NAU. If personal expenses are incurred, the must be paid with a personal credit card and not the University Purchasing Card.

DOCUMENTATION OF UNIVERSITY BUSINESS

Provide a detailed invitation, brochure, agenda, itinerary, email communication to the Travel Specialist. This documentation must substantiate University business and include information regarding the beginning and ending dates, registration fees, lodging costs, included meals and program itinerary.