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**TRAVEL WORKBOOK FOR TEACHING AND LEARNING FACULTY, STAFF & STUDENTS**

Policies relative to the traveler’s responsibility can be viewed at: <https://nau.edu/university-policy-library/travel-policies/> (TRV-510-04 Traveler).

***Link to Travel Forms:* https://nau.edu/teaching-and-learning/forms-index/**

***(General forms for Travel related documentation section)***

**Travel Policy changes happen often, and can affect your travel plans. Recent travel policy changes will be listed on the same page as travel forms**

**If any of the support documentation relative to your trip is only available electronically/ via website or phone app, it is the traveler’s responsibility to either save it as a PDF document or print a copy of the electronic information and turn it in to the department travel processor. (Denise Ayers-Mondragon)**

Arizona State Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates are located at: <https://nau.edu/comptroller/travel-welcome/>

**Information to keep in mind:**

* A Travel Funding Request must be approved prior to any university funds being utilized towards travel expenses. Please know that there can be additional processes required prior to funding approval; i.e., fly vs. drive comparison, conference hotel vs Airbnb, etc.
* If the traveler makes travel arrangement using personal funds, such expenses will not be reimbursed until after travel has concluded. Please work with your department travel processor to use an university Pcard for travel arrangements whenever possible
* All pre-travel instructions must be followed/completed **before** the start of your planned travel, or reimbursement may be at risk regardless of the funding source; i.e., COE funding, T&L funding, GSG funding, etc.

***Pre-Travel Instructions***

1. To be reimbursed for any vehicle related expenses; i.e., mileage or fuel (one or the other), parking expense, etc., or drive a university vehicle, you must be a university authorized driver. Please refer to this link: <https://nau.edu/Facility-Services/Safety-Training/> (Authorized Driver Program)
2. Complete an electronic Annual Travel Certification Form.

<https://in.nau.edu/comptroller/travel-forms/>

1. *NEW!* Send the ROA\_Funding Request email template to the T&L Department Chair ([Sherry.Markel@nau.edu](mailto:Sherry.Markel@nau.edu)) noting the following information. This template is located on the T&L Resource/forms. The department travel processor can send you the template if you are unable to locate it.

* Traveler’s name
* Traveler’s NAU ID number
* Dates of travel
* Public Purpose/Reason for Travel/How does the travel serve the mission of COE and NAU?
* Destination
* Where will your funding come? Dept/. Dean /Provost /CIE /Grant /Other
* Any other information that pertains to the travel request
* Attach all required support documents:
  1. If available: airfare itinerary
  2. Letter of Acceptance as Speaker/Presenter
  3. Conference Agenda/Registration Form
  4. Verification letter of other secured travel funding. (CIE, Provost, Dean)
* Whenever possible, allow the department travel processor to pay for your airfare, registration and lodging. Otherwise, you will need to wait to the end of travel for reimbursement.
* **Driving Out-of-State to Your Destination:**
* To be eligible to claim out-of-state mileage reimbursement (or any vehicle related expense), COE requires the traveler to submit a driving vs. airfare comparison and rationale **prior** to the start of travel. Please list any additional lodging, meal or miscellaneous expenses may be incurred if you drive to your destination in your rationale. Forward this comparison and rationale to Denise.Ayers-Mondragon@nau.edu. The T&L Department will forward the comparison to COE Accounting for exception consideration/approval
* **If using a travel website (Expedia, Travelocity, etc.) to arrange discounted package deals; i.e., airfare and lodging booked together:**
* The traveler must provide documentation that reflects the discounted price of each travel expense that has been combined into one price. For example -- the discounted price for booking your airfare and lodging together is $400; what was the amount of this total used towards airfare, and what was the amount of this total used towards lodging. This documentation is required to substantiate that the expenses conform to set rates established in NAU’s travel policy. If you used a travel website to book your lodging -- To be eligible for lodging expense reimbursement, you must also get a receipt reflecting a $0 balance from the lodging establishment, regardless of what travel website you utilized to pay for this lodging
* **If staying at an alternative lodging rental; i.e., AirBnB,VRBO, Turnkey, etc.:**
* To be eligible for alternative lodging rental reimbursement, you must complete a conference hotel expense vs. alternative lodging rental expense comparison, along with a written rationale why you are choosing to stay at an alternative lodging rental location **prior** to the start of travel. Also, note any extra expenses that would be accumulated if you stayed in alternative lodging; i.e., ground transportation to/from alternative lodging, extra fees associate with the expense, extra meal expense (all information should come in one email, along with support documentation for both expenses). Submit the documentation to [Denise.Ayers-Mondragon@nau.edu](mailto:Denise.Ayers-Mondragon@nau.edu), and she will submit the documentation to the NAU/COE Policy Exception person

***Post-Travel Instructions***

***All claims/documentation must be submitted to your department travel processor, Denise.Ayers-Mondragon@nau.edu, within five (5) business days of the completion of travel***.

1. **Submit a Travel Expense Summary (TES) (must use 1/8/2020 version or later per COE Accounting):**

* Please complete this form in detail. There are only two locations from which travel can start and end – your residential address or your duty post/campus/NAU transportation.
* You must include departure date/time and arrival date/time for each destination.
* Every segment of travel must have a dedicated line on the summary – even if multiple segments of travel take place on the same date; i.e., home to Phoenix Sky Harbor, Phoenix Sky Harbor to Denver International Airport, Denver International Airport to Denver Hyatt Regency, etc.
  + Please keep in mind that if your conference travel airfare includes multiple flights, you are required to list each flight; i.e., home to Phoenix Sky Harbor, Phoenix Sky Harbor to San Francisco International Airport, San Francisco International Airport to Seattle/Tacoma International Airport, Seattle/Tacoma International Airport to Seattle Marriott, etc.
* Each day the traveler is in travel status must be illustrated by at least one entry, even if the entry only includes the date and name of the conference/meeting
  + The university needs to know how you traveled to and from the conference on a daily basis, or how you traveled throughout the day – please just note the date and the conference name
* Mileage -- enter odometer readings (or a MapQuest printout reflecting the estimated mileage of the trip) if you used your own vehicle for in-state or out-of-state travel. Vehicle related expense; i.e., mileage, parking fees, etc., are only reimbursable if you are registered as an university authorized driver
  + If travel is not initiated from your duty post or campus, commute miles will be deducted
* Meals (if claiming reimbursement) – COE required that you **MUST** submit **an itemized receipt** for each meal in which you are claiming reimbursement, and will only be reimbursed up to the single day rate, or state allowable rate for your destination location depending on the circumstances
  + **DO NOT** tip over 20% on the pre-tax meal amount
  + DO NOT write, scribble, cross out anything on your receipt.
  + Receipts MUST BE legible
  + To be reimbursed for meals, you must have traveled outside of a 50 mile radius from your duty post or campus, and be in travel status for at least six-hours.
* An electronic signature is not accepted on this document. Some options are (1) DocuSign, (2) send an scanned copy with your signature, (3) use USPS mail but scan all materials first or (4) within the body of the email that has your travel expense summary attached, use this statement in the body of the email,

“TRAVELER CERTIFICATION: I certify that the items of expense in this claim were incurred for authorized official state business and that they are correct and proper charges. If this travel claim involves travel by vehicle, I certify that I am an Authorized Driver, have completed the online defensive driver training, have a valid Arizona drivers license, and if a personal vehicle was used, I certify that the vehicle has statutorily-required liability insurance coverage. I further certify any third party payments or reimbursements are disclosed on this form. IF I AM OVERPAID or fail to settle my account in full, I authorize NAU to deduct the balance against my wages (ARS 35-195.02B). I UNDERSTAND THAT FILING A FALSE CLAIM IS A FELONY.”

1. **Attach receipts for the following, if requesting reimbursement:**

* **PAPER RECEIPTS:** 
  + **DO NOT** write, scribble or cross out anything. Any altered receipts will be automatically denied.
  + Receipts MUST BE legible; if they are not legible, they are not reimbursable.
* Conference Registration:
  + You will need to provide a receipt for conference registration expense
  + You will need to submit an original conference book **and** nametag from the conference as proof of attendance (the book can be returned after photocopies of specific pages are made)
    - If book is electronic or contained within a phone app, it is your responsibility as the traveler to print the agenda page(s) or send electronically as a PDF to department travel processor, conference hotel pages, and any page that your name is listed if you are a presenter
      * Please keep in mind the link to these conference books will expire, as well as the phone application
* Meals/Incidentals:
  + You will need to provide an **itemized receipt** and proof of payment for each meal you are requesting reimbursement. **Alcohol consumed at a meal is not a reimbursable expense, and will be removed from the meal receipt total** (as well as tax associated with the expense)
* Transportation:
  + Airfare: You must turn in original receipts and an original airline itinerary
  + Ground Transportation: You must turn in original receipts for taxi, shuttle, bus, Uber, Lyft, train travel, or any rideshare situation
* Lodging:
  + You must turn in an original itemized hotel receipt reflecting a zero balance. You will be reimbursed up to the maximum allowable state rate, unless you are staying at a designated conference hotel. If you stay at a conference hotel, you can be reimbursed at the conference hotel rate, but you must provide documentation of the conference hotel and rate
  + **PLEASE REMEMBER:** If you utilized a travel website to book your lodging, to be eligible for lodging expense reimbursement, you must get a receipt reflecting a $0 balance from the lodging establishment