

# ESC Travel Case Submission – Graduate Student Government (GSG) Travel Stipend

## POLICY & BUSINESS PROCESS REMINDERS

- \* Travel is defined as a trip 50 miles from an individual's duty post and primary residence, or is out-of-state, **OR** any trip where an individual is requesting reimbursement for incurred travel expenses.
- \* NAU employees or students traveling on university business **must** complete the **Annual Travel Certification (ATC)** prior to their travel departure.
- \* All university travel, per state and university policy, must be authorized prior to booking or purchasing event registration, airfare, lodging, ground transportation, etc.
- \* The Employee Service Center (ESC) is the means for requesting authorization and routing for approvals.

## EMPLOYEE SERVICE CENTER (ESC) – <https://nau.service-now.com/hr>

Case Type to Submit: **Travel Support**

Is travel being submitted for an individual or group?: **Individual**

Traveler's Status:

- NAU Employee: Traveler is currently on payroll and is traveling for their job.
- **NAU Student: Traveler is a current NAU student – USE THIS ONE!!**
- Community Member: Traveler is not a NAU employee or student.

Faculty/Staff Member Responsible for Trip and who will also sign the expense claim: **Deborah Mariage**

Authorizing Department: NAU Office of Graduate & Professional Studies: **Graduate Student Government**

Fill in all other fields with your information, leave blank the things you don't know – funding source, etc.

All fields with a (\*) are required to submit the form.

## DOCUMENTATION REQUIREMENTS

When Submitting the Travel Case – *please upload the following documents in order to process your reimbursement.*

- **GSG Travel Award Letter**, upload at the time of case submission
- **Within (5) business days of your trip return**, upload the following as .pdf or .jpeg into your travel case...
  - **Receipt(s)** - At least (1) *itemized* receipt of a travel expense that is the amount of the stipend, or multiple receipts that equal the amount of the stipend, and were not paid on a NAU PCard; example: *airfare*
  - **Proof of Event Attendance**, examples:
    - ✓ Copy of event badge
    - ✓ Event agenda/program with name printed as a presenter
    - ✓ Selfie at event with event banner in background, etc.

What Qualifies as a Receipt – ***must meet all below criteria to be considered a receipt!***

### The 5 Rules of a RECEIPT

1. **DATE** of Purchase
2. Name of **VENDOR** where Purchase was Made
3. **ITEMIZATION** of **WHAT** was Purchased
4. Total **AMOUNT PAID** - *with itemization of tax, shipping, tip, etc.*
5. **PROOF** of **PAYMENT** - *with notation of payment method*

***If even (1) of the above is missing, it is not a receipt!***

***\*\*When submitting a receipt, note WHO paid and if Out-of-Pocket or by PCARD\*\****

## TIMELINES

Submitting a Case: Submit your travel support request ***as soon as you receive your GSG Stipend Award Letter!***

Reimbursement Expectations: All reimbursement requests must be submitted through the Employee Service Center, including all final receipts. Reimbursement will not be processed until all required documentation has been submitted.

## CONTACTS & RESOURCES

For additional assistance please contact Reimbursement Processing Support at [NAU-Travel@nau.edu](mailto:NAU-Travel@nau.edu), or:

GSG Travel Director: [GSGTRAVEL@nau.edu](mailto:GSGTRAVEL@nau.edu) OR NAU Travel Service Team Manager: [Melinda.Miller@nau.edu](mailto:Melinda.Miller@nau.edu), 928-523-3250

Employee Service Center - <https://nau.service-now.com/hr>

NAU Travel Policy - <https://nau.edu/university-policy-library/travel-policies/>

Travel Resources - [Employee Service Center Knowledge Base](#)