

## Travel Overview: A Guide for Faculty

1. Go to the Internal Use link on the department website to obtain the appropriate forms.
2. Please be sure that you have completed the Traveler Annual Certification form. It is **REQUIRED** to cover all travel in a calendar year. (In December or January you should complete it for the New Year.)
3. Complete the SBS Faculty Travel Application, complete the Faculty Pre-Travel Checklist in order to ensure accuracy, and complete the **REQUIRED** Record of Absence form with the **dates and times** filled in accordingly.
4. The Application form is designed to help you document your projected expenses as well as to *request funding from the Dean and/or Provost*. Dean's funding is for international travel only; Provost funding has specific guidelines. See application form for deadlines. Please fill in the Application carefully and be as thorough as possible. All out-of-state/international trips, and in-state trips costing more than \$300, **MUST** be entered into the Advantage financial system **prior** to travel.
5. The Pre-Travel Checklist is designed to help you complete and turn in all required forms, receipts, and documentation. Please complete it **before** you turn anything into the Travel Liaison, and submit it with your documentation. (Often not ALL documentation is turned in, which causes processing delays.)
6. Airfare Quotes: You will need to provide **business comparison quotes from 2 different sources**, (Ex: any airline's website, Expedia, Travelocity, Cheap Tickets, Hotwire, Orbitz, etc.), **which should be dated at least 3 weeks prior to the travel**. Both comparisons should be leaving from/arriving at the same destinations and should be for the same dates/times. Business comparison means that your quotes are for your **university business travel dates/times**. This distinction of "business" is particularly important if you will be adding any personal time to your travel. In the instance that you are planning to do additional travel that would be considered personal time, you will need to submit the 2 quotes for the portion of the trip that is specifically for university business, and then you will also submit your actual airfare receipt (no additional quotes required). If the airfare costs more than your business travel would have, then you will be reimbursed for the lowest business quote. If it is less, then you can be reimbursed the full amount. Remember, when using university funds, you must show that you are acting in the university's best interest.
7. Airfare Documentation: 2 business comparisons/quotes, your actual receipt and itinerary (this can be one of your comparisons if applicable), and ticket stubs/coupons (N/A if ticketless or e-ticket).
8. Airfare from Flagstaff vs. Phoenix: Flying out of Flagstaff is acceptable to the university and need not be justified. If you plan to fly out of Phoenix and are claiming mileage, then you have to provide justification, including a comparison of the airfare roundtrip from Flagstaff to Phoenix vs. the mileage roundtrip from Flagstaff to Phoenix and any meals and parking costs that would be claimed. In the event that the main flight out of Phoenix is scheduled at a time when a flight out of Flagstaff is not possible, please note this with your airfare documentation - this will serve as the justification for not flying out of Flagstaff and you will not need to provide the cost comparison. *Otherwise, if you fly out of Phoenix for personal convenience, but do not wish to submit the necessary justification, then do not claim mileage, additional meals, or airport parking.*
9. Personal Vehicle: If you drive, you must provide your **driver's license number**. You must also provide the beginning, middle, and ending **odometer readings**, and **every exact address you departed/arrived**. If you do not wish to keep such a detailed log, then provide a **Mapquest printout** (from NAU or your home address to your exact destination address), which shows the detailed directions, approximate travel time, and total miles. If you drive with someone, only one person will be reimbursed. Gas receipts are not necessary as reimbursement is figured in mileage. (Number of miles multiplied by 44.5 cents) Commute miles must be deducted unless you travel roundtrip from NAU.
10. Out-of-state Driving: If you want to drive your car out-of-state, then **justification is required**. This means, in addition to the required documentation as explained above, you must provide 2 business airfare comparisons vs. mileage info, factoring in meals, parking, and other expenses you would incur driving vs. flying, (i.e. flight to LA is one hour whereas driving is 6-8 hours, which means more meals, hotel parking, and potentially an additional

overnight stay). **NOTE:** Driving to a location **within 100 miles of the Arizona border can be considered in state.** (Ex: You would not need to submit justification for driving to Las Vegas, since it is within 100 miles of the border and therefore can be considered in-state; however you must use AZ default rates instead of Las Vegas rates for lodging and per diem if you are considering it in-state travel. Otherwise, provide the out-of-state comparisons.)

11. Rental Vehicles **require permission prior** to travel, and they are **highly discouraged**. They are considered “exceptions to policy” and can only be used when advantageous to the university, not for your personal convenience. You must provide justification, showing why a rental vehicle is in the university’s best interest – cost effective, etc. Should you obtain permission, upgrades and insurance are not reimbursable. For rental vehicles, gas receipts are reimbursable, but mileage is not.
12. University Vehicles are available for employee use through Transportation Services. You **MUST** discuss this option with the Travel Liaison ahead of time for billing purposes since Transportation can direct bill the department. NAU would prefer you to use the University’s vehicles rather than your own (or a rental) for official business since they know the insurance and liability coverage and because it is direct billed to the department instead of the traveler. Contact Transportation Services for more specifics on rates and availability. [www4.nau.edu/cas/TSC](http://www4.nau.edu/cas/TSC) or call 523-2469.
13. Public Transportation: (Taxi, shuttle, bus, train, etc.) Receipts are **NOT** required for bridge and road tolls, taxi, bus, streetcar, etc. unless the cost is greater than \$25 one way. If the cost is greater than \$25, the original receipt is required. For organization purposes, please provide some type of record of the “no receipt” costs – memo, email, etc. **NOTE:** If conferences have a deal on shuttles, you **MUST** take advantage of it instead of utilizing more costly alternatives.
14. Conference Registration: **Prior** to the trip, you must provide documentation that the registration forms/fees were submitted/paid. The receipt should show everything you paid for – registration, membership fees, meals, extra activities, etc. Only the registration fee is reimbursable. **NOTE:** Membership dues can only be reimbursed when cost effective (i.e. lowers registration fee and/or provides a savings).
15. Conference Program & Info: **Prior** to the trip you will need to provide preliminary conference information showing the conference location, dates, registration fees, and hotel rates and/or any overflow hotels’ rates. Either provide a brochure with this info or print out the appropriate pages from the conference website. **After** the trip you will need to provide a copy of the program, which shows the daily schedule; all meals included – note any that were at additional cost or were insufficient, i.e. coffee break, breakfast was donuts only, etc.; your presentation/panel slot, and/or all sessions you attended, etc. If you wish to keep the program, that is fine, but copies of the relevant pages are required for documentation purposes.
16. Hotel/Lodging: An **itemized receipt** is required showing the hotel’s name, phone number, and address; all expenses; the rate for each night (should be lowest single rate); and the check in/out dates & times. It should show a zero balance or that the full amount was paid. Please consult the Rate Index\* for the appropriate hotel rate for the city in which you will stay. **[NOTE: If the Conference hotel’s rate exceeds the acceptable rate, there must be documentation that conference attendees are receiving a special rate.]** If you share a room with someone, then each person **MUST** obtain a **separate** receipt. Also, if you upgrade or do not use the conference rate, then you must provide documentation for the lowest, single rate offered to conference attendees and get reimbursed at that rate. Please note on your receipt any additional expenses (i.e. hotel gift shop, phone calls, internet, etc.). If you used the internet and/or phone for legitimate business purposes, note them as such. The reason for noting these expenses is twofold – 1) separates personal and business expenses, 2) separates accounting lines. Lodging is its own accounting line, as are per diem, phone & internet, etc.
17. Online Hotel booking: If you pre-pay your hotel accommodations through sites such as Hotwire or Expedia, the hotel will not usually give you a receipt on its letterhead unless you have additional expenses – room service, internet, etc. If this is the case, you must submit your online receipt showing all the required information – hotel’s name, address, & phone number; nightly rate; and proof of amount paid by traveler. If the rate is not broken out by night, please calculate it and note it on the receipt.

18. Research Travel: Faculty using funds for research travel are required to submit a preliminary research travel agenda containing all pertinent information – who, what, when, where, why. It should be clear from the agenda, where you will be each day of your travel, who you are meeting with and/or what you are doing on a given day, the times and locations of meetings and/or research activities, and why the interviewee or activity is essential to your research.
19. Food: Faculty are reimbursed per diem. You must provide the exact dates and times when travel begins (left at 7:00 am) and when travel ends (arrived in Flagstaff at 5:00 pm) in order to determine what meals you are entitled to. Meals provided by a conference, hotel, and/or flight should be documented and are not reimbursable, since the cost is built into the registration or airfare prices. For *in-state travel*, you may only claim per diem if travel includes an overnight stay. [NOTE: You will not receive reimbursement for more than 3 meals in a given day and under no circumstances will alcoholic beverages be reimbursed.]
20. For organization purposes, all miscellaneous receipts and airline ticket stubs need to be taped to 8 x 11 pieces of paper in chronological order. To save paper you may use both sides. If receipts are lost, you will not be reimbursed unless they were for taxi, etc. under \$25 one-way. In this case, you should document the expense(s) in a memo or email to ensure inclusion in your reimbursement.
21. Foreign Travel: All travel policies remain the same for foreign travel – airfare, lodging, meals, etc. In addition, you must provide **exchange rates** for all your receipts, if not already in US dollars. **If you calculate the exchange rates AFTER you return, you must calculate according to the rates in place for the dates of your trip.** For example, all receipts for a trip to London May 5-9 should be converted according to the rates in place on each of those days. (Oanda and X-rates are two possible exchange rate sites and each one does a historic calculation as well. You MUST submit the conversion rate info along with your receipts/documentation.) Please note that Alaska and Hawaii are considered foreign travel, therefore the lodging and per diem rates can only be found with the foreign rates\*. [NOTE: Visas and passports are NOT reimbursable expenses since they remain the property of the traveler.]

Travel to sanctioned countries requires that HR be notified for insurance purposes; the traveler MUST contact Kay Scarborough in HR in the event of travel to a sanctioned country.

**For your convenience and safety, please consult the following sites when traveling internationally:**

*list of sanctioned countries:* [www.treasury.gov/offices/enforcement/ofac/programs/](http://www.treasury.gov/offices/enforcement/ofac/programs/)

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis\\_pa\\_tw\\_1168.html](http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html)

[www.azrisk.state.az.us/agency\\_information/insurance/default.asp#forms](http://www.azrisk.state.az.us/agency_information/insurance/default.asp#forms) - AZ Risk Management website has links to information for Traveling Outside the USA

22. Advances: The University strongly discourages cash advances. The Travel Liaison WILL NOT process a cash advance. If you need to make arrangements months ahead of time, it is possible to obtain **pre-travel reimbursement** for airfare and registration ONLY with appropriate documentation and valid justification. See the Travel Liaison to discuss this option.
23. **Once travel is complete, then documentation must be turned in for processing within 5 business days of your return.** You will be **REQUIRED** to sign an **Exhibit J Form** (generated by the Travel Liaison), which shows the breakdown of expenses and the amount to be reimbursed. Please look it over carefully, along with all supporting documentation, before you sign. By signing, you agree to refund the department or be docked pay by NAU if the reimbursement amount is incorrect and/or policies were not followed correctly.
24. All University travel policies can be found online on the Comptroller's Website. As a university employee and traveler, you are responsible for adhering to the policies for university business travel.

\* = Rate Index available online through the NAU Comptroller's Website (Travel Link) or use

<http://www4.nau.edu/comptr/docs/SAAM-2d06-20061115.pdf> for US Rates and

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78) for Foreign Rates, including Alaska, Hawaii, and US territories.

**According to the auditors, the Exhibit J, ROA, Traveler Annual Certification form, and your receipts are the most important documentation. Please be thorough when going over your reimbursement and signing the Exhibit J. Your documentation should give a complete story of your travel, and be clear to anyone who audits it.**

This overview packet serves as your travel policies reference sheet. The department requires your signature as verification that you have attended our annual travel training/review session and/or that you have received and read through the training materials.

Your signature below verifies that you have read through this packet and/or discussed it with the Travel Liaison. You have been notified of the university's travel policies and online policy manual. You accept responsibility for knowledge of and agreement to adhere to university, college, and departmental travel policies.

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Signature

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Date