

## Meeting Minutes

Meeting Date: March 9, 2009

Location: Blome Building, Pattea Conference Room

Present: Susan Johnstad, Karin VonKay, Debbie Wildermuth, Robin Long, David Forgues, Jane Thompson, Franklyn Taylor, Tom Carpenter, Terri Hayes, Paul Wagner, Marcelle Coder, Marylynn Quartaroli, Kim Knowles, Tom Carpenter

Ex Officio & Guests: Diane Verkest, Wendy Swartz

Excused: Dina Barnese, John McGregor, Mehrdad Khatibi, Steve Saville

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### **1. Call to Order**

Tom Carpenter called the meeting to order at 8:30 AM

### **2. Wendy Swartz Assistant Comptroller**

Wendy Swartz shared proposed changes to the travel policy with the group. Once adopted, the changes will be implemented on August 10, 2009. The changes reflect changes in state policy as well as other internal changes. Wendy invited any feedback about the changes to be submitted to her as soon as possible. Wendy can be reached at 3-6081 or [Wendy.Swartz@nau.edu](mailto:Wendy.Swartz@nau.edu) Draft handouts are attached to these minutes.

### **3. Approval of March Minutes**

A motion to approve March 2009 minutes was made and passed.

### **4. Farewell Karin VonKay**

Tom recognized Karin Von Kay's contribution to SPAC and to the University as a whole. Karin will be retiring at the end of June after 13 years of service to NAU. Thank you Karin and best wishes in the future!

### **5. HR Updates**

Diane Verkest updated the group on the following items:

- The Benefits Committee is meeting to discuss the renewal of the Blue Cross Blue Shield (BCBS) contract. The initial information provided by BCBS had an initial renewal rate of 4%. This is relatively low which is a good place to start negotiations. The institution is tasked with saving \$1 million of the employer portion to the benefit plans. The committee will look at the plan design and make changes to that will make it more cost effective by either making it less rich or increasing out of pocket or premium expenses to the participant. Currently NAU pays between 92- 96% of

premiums. Decisions about changes will be made in consideration of other changes such as the furloughs.

- Furlough information sessions have been taking place and additional information is available on the HR website. There is an unemployment program that is unique for furloughs. Those who want to apply for partial unemployment for their furloughed hours will be able to do so.
- Layoff and non-renewal list serves have been created and are a confidential way to share information about resources available to those individuals. There is federal money available to those that involuntarily lose their job to help with cobra payments. HR is working with the county rapid response team for job search and resume writing assistance etc. EAW is providing counseling and transition assistance for all those impacted by recent changes.

## **6. Committee Updates**

### **Brown Bag Lunches**

The last brown bag session will be: **Maintaining Physical Well-Being at Your Desk**

**Date:** April 20th, 2009, noon to 1 p.m.

**Facilitator:** Dr. Kyndall Boyle, NAU Physical Therapy Program

**Location:** Eastburn Education Center (bld 27), Room 212

**Description:** Do you feel fatigued, cramped and hunched by the end of a long day in front of the computer? This session will teach you the basics of maintaining physical well-being at your desk. Topics covered will include ergonomics, proper chair, desk and computer setup, sitting posture, stretching, breathing and more.

Registration: No registration required for Flagstaff Mountain Campus attendees.

Distance site attendees should RSVP by April 16, 2009.

### **Newsletter**

The deadline for those submitting articles for the Newsletter is Thursday, April 16. Marcia will write something about the Employee Development Day. Karin Von Kay will write an employee spotlight.

### **Strategic Planning Council**

The March meeting focused on a visioning statement on the research mission of the university.

### **Academic Standards Committee**

It was announced at the last ASC meeting that Dr. Ron Pitt is not scheduled to retire in January as originally planned. He will reduce his hours to 20 hours in January 2010.

**Employee Development Day**

Paul has been contributing all the online organization and tools. They've been very well received. There might be an opportunity for SPAC to help cover the registration desk. Look for more information by email.

**Faculty Senate**

Discussion at the Senate has been focused on budget and planning issues

**SPAC Annual Mixer**

The mixer has been moved to May 12 from 3:00 – 4:30 in the Atrium at the Forestry bldg.

**Leadership Award**

The nominations for the SPAC Leadership Award are due by Wednesday, April 29, 2009. Franklyn, David, Terri, and Tom will meet to review materials and select recipient. The award will be presented at the Annual Mixer

**New member nominations**

The deadline for new nominations is April 15, 2009. Tom will present recommendations for membership to the President by June 1, 2009. Nominations will be emailed to the group for review and voting. A total of 15 members and 3 alternates are needed. Tom will send details to the group about who has completed their term and how many spots need to be filled.

**Meeting adjourned:** 9:40 AM

**Next meeting:** May 12, 2009 3:00 – 4:30 in the Atrium at the Forestry bldg

**Respectfully submitted,** Terri Hayes, Recording Secretary

Below is a **DRAFT** of proposed changes to the travel policy that are not yet in effect. These changes have not yet been approved and following them before the official implementation (date TBD) will mean non-compliance with current University policy. The NAU community will be apprised of any changes, timing and training opportunities well in advance of any changes to the travel policy.

TRV510: Responsibilities in the Travel Process	New?
<b>TRV510-1: Department Leadership</b>	
<p>The department leadership has the responsibility to:</p> <ol style="list-style-type: none"> <li>1. Ensure compliance with university and departmental travel policy and procedures. Report concerns to the Comptroller’s Office.</li> <li>2. As department needs dictate, create and maintain departmental travel policies. Departmental policies should be consistent with and complement university travel policies.</li> <li>3. Authorize all official employee travel for university business prior to travel planning.</li> <li>4. Sign and date a Record of Absence (ROA) for the employee’s absence from the regular duty post for the dates of the travel prior to the employee’s departure.</li> <li>5. Approve the expenditure of funds for the travel prior to the beginning of travel planning.</li> <li>6. Certify on the Exhibit J that the travel is:               <ol style="list-style-type: none"> <li>a. Authorized, necessary and appropriate for the employee’s job duties</li> <li>b. Official university business</li> <li>c. Expense items claimed are correct and proper</li> </ol> </li> <li>7. Assign a travel specialist to understand the travel policy and procedures, communicate these to the travelers, and ensure compliance by the traveler.</li> <li>8. Require the travel specialist to attend travel refresher training once per year.</li> <li>9. Monitor frequency and appropriateness of requests for exceptions to policy. Report concerns to the Comptroller’s Office.</li> <li>10. Verify that the traveler has a valid driver’s license and liability insurance before allowing the traveler to drive on university business.</li> <li>11. Prohibit the use of a privately owned vehicle for university business if the traveler does not possess a valid driver’s license or does not carry motor vehicle liability insurance.</li> <li>12. Deny reimbursement of specific expenditures that do not comply with policy or are</li> </ol>	<p>New</p>

<b>TRV510: Responsibilities in the Travel Process</b>	<b>New?</b>
<p>not supported with proper documentation.</p> <p>13. Take appropriate disciplinary action for intentional violations of the travel policy.</p> <p>14. Oversee other aspects of travel, as required.</p>	
<b>TRV510-2: Travel Specialist</b>	
<p>The travel specialist has the responsibility to:</p> <ol style="list-style-type: none"> <li>1. Maintain current university and departmental travel policy and procedure expertise.</li> <li>2. Attend travel policy refresher training once per year.</li> <li>3. Communicate university travel policies and, as department needs dictate, departmental travel policies to unit personnel.</li> <li>4. Ensure compliance with university and departmental travel policy and procedures. Report concerns to department leadership or the Comptroller’s Office.</li> <li>5. Require all travelers to complete an Annual Travel Certification form and maintain a department file of the certifications.</li> <li>6. Ensure that Exception to Policy Signer forms are submitted to the Comptroller’s Office at the beginning of each fiscal year.</li> <li>7. Ensure changes to the Exception to Policy Signers list throughout the year are implemented.</li> <li>8. Document department leadership pre-authorization for employee travel with the travel authorizations (Advantage TA) and record of absence (ROA) form. File the record of absence (ROA) within the department and note on the Exhibit J form that it is on file for that period of time traveled, or attach a copy to the Exhibit J.</li> <li>9. Certify on the Exhibit J that:               <ol style="list-style-type: none"> <li>a. The travel claim has been reviewed</li> <li>b. Amounts have been matched to supporting documentation</li> <li>c. Adequate documentation to support the travel claim is attached to the Exhibit J</li> <li>d. The claim is prepared in compliance with university travel policy.</li> </ol> </li> <li>10. Prepare justifications for exception to policies as appropriate.</li> <li>11. Ensure an Exhibit J is completed and signed prior to processing reimbursement for each trip.</li> <li>12. Process reimbursement to travelers for authorized and eligible travel expenses when on official university business.</li> <li>13. Notify the department leadership and the Comptroller’s Office if the traveler fails to</li> </ol>	

<b>TRV510: Responsibilities in the Travel Process</b>	<b>New?</b>
<p>settle his account in full so that the balance may be deducted from the traveler's wages. The Comptroller's Office should be notified even if the traveler is no longer employed by NAU.</p> <p>14. Maintain supporting documentation for travel expenditures for internal, grantor, state, or federal audits for not less than five years.</p> <p>15. Monitor frequency and appropriateness of requests for exceptions to policy. Report concerns to department leadership or the Comptroller's Office.</p> <p>16. Deny reimbursement of specific expenditures that do not comply with policy or are not supported with proper documentation.</p>	
<b>TRV510-3: Exception to Policy Signer</b>	
<p>The exception signer has the responsibility to:</p> <ol style="list-style-type: none"> <li>1. Maintain current university and departmental travel policy and procedure expertise.</li> <li>2. Sign the Exception to Policy Signer Authorization form at the beginning of each fiscal year that certifies travel policy expertise.</li> <li>3. Encourage compliance with university and departmental travel policy and procedures. Report concerns to department leadership or the Comptroller's Office.</li> <li>4. Possess the authority to grant exceptions when warranted.</li> <li>5. Possess the authority to deny exceptions when warranted.</li> <li>6. Require written justifications for exception to policies as appropriate.</li> <li>7. Approve exceptions to policy by signing the Exhibit J and certifying:               <ol style="list-style-type: none"> <li>a. The exceptions are appropriate, reasonable and appear to be for valid university purpose</li> <li>b. All documentation supporting the exception request is attached</li> </ol> </li> <li>8. Deny requests for exceptions to policy that are inappropriate or are not supported with proper documentation.</li> <li>9. Monitor frequency and appropriateness of exceptions to policy. Report concerns or requests for excessive exceptions to policy to department leadership or the Comptroller's Office.</li> </ol>	
<b>TRV510-4: Traveler</b>	
<p>The traveler has the responsibility to:</p> <ol style="list-style-type: none"> <li>1. Comply with university and departmental travel policy and procedures.</li> <li>2. Complete an Annual Travel Certification form.</li> <li>3. Resubmit the Annual Travel Certification form at any time when the traveler no</li> </ol>	New

<b>TRV510: Responsibilities in the Travel Process</b>	<b>New?</b>
<p>longer possesses a valid driver’s license or liability insurance.</p> <ol style="list-style-type: none"> <li>4. Seek pre-trip authorization from department leadership via a Record of Absence (ROA) and approval to expend funds for travel.</li> <li>5. Provide all available documentation to the travel specialist prior to travel so that a TA can be prepared. Provide a detailed invitation, brochure, agenda, itinerary, email communication with the event coordinator, etc. 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. The traveler may complete a travel worksheet to facilitate this process.</li> <li>6. Submit all original expense receipts and documentation to the travel specialist within 5 working days after the return from travel so that the travel claim can be processed within 30 days of the end of the trip or by the end of the fiscal year end – whichever occurs first. If travel is not processed within 30 days or by year end, an exception to policy is required.</li> <li>7. Prepare justifications for exception to policies as appropriate.</li> <li>8. Certify on the Exhibit J that:               <ol style="list-style-type: none"> <li>a. Expense items claimed on the Exhibit J were incurred for authorized official university business</li> <li>b. The expense claims are correct and proper</li> <li>c. For any trip where NAU pays all or part of the expenses, any stipend, honorarium, or other compensation to be paid to the traveler from third parties must be disclosed on the travel claim. If any of this third party compensation is designated for travel costs, that amount must be entered in the “Less Paid via Third Party” box on the Exhibit J.</li> <li>d. Authority is granted to NAU to resolve unsettled travel claims</li> <li>e. Acknowledgment that filing a false travel claim is a felony</li> <li>f. If the travel is by privately owned automobile, the traveler has a valid AZ driver’s license and carries liability insurance.</li> </ol> </li> </ol>	
<b>TRV510-5: Comptroller’s Office</b>	
<p>The Comptroller’s staff has the responsibility to:</p> <ol style="list-style-type: none"> <li>1. Address concerns raised by departmental leadership, travel specialist, exception to policy signer with regard to reports of policy violations including excessive exception to policy requests.</li> <li>2. Travel coordinators are responsible to assist, support, facilitate and train the university community regarding travel policies, practices and requirements. They</li> </ol>	

<b>TRV510: Responsibilities in the Travel Process</b>		<b>New?</b>
<p>serve as a resource to travelers and travel specialists and provide counsel on travel related topics including the review for reasonableness of exceptions to travel policy.</p> <p>3. Financial Controls Office is responsible for reviewing and analyzing travel and PCard transactions and documents for reasonableness, accuracy, appropriate documentation that supports the expense and can stand alone to provide the details of the transaction. Purchasing Card and Travel Compliance Reviews are conducted by Financial Controls for departmental units. The findings of the reviews are shared and, if necessary, corrective action identified.</p>		
<b>WHAT'S OUT</b>	<b>WHY?</b>	
Documentation of comparison of airfares	Not in state policy	
100-miles inside Arizona border can be considered out of state	Not in state policy	
<b>WHAT'S CHANGED</b>	<b>WHY?</b>	
<b>TRV510-1: Responsibilities in the Travel Process – Department Leadership</b>		
<i>Item 8.</i> Traveler refresher courses are required once per year unless otherwise recommended by department leadership or Comptroller's Office.	Process improvement. Was every 6 months.	
<b>TRV510-2: Responsibilities in the Travel Process – Travel Specialist</b>		
<i>Item 2.</i> Traveler refresher courses are required once per year unless otherwise recommended by department leadership or Comptroller's Office.	Process improvement. Was every 6 months.	
<i>Item 5.</i> Require all travelers to complete an Annual Travel Certification form on a fiscal year basis and maintain a department file of the certifications.	Process improvement. Was calendar year basis.	
<b>TRV510-4: Responsibilities in the Travel Process – Traveler</b>		
<i>Item 2.</i> Complete an Annual Travel Certification form on a fiscal year basis.	Process improvement. Was calendar year basis.	
<b>TRV515-4: General Travel Policy – Processing of Travel Expenses</b>		
<i>Item 2.</i> TAs for instate travel are required if reimbursable expenses are expected to exceed \$500.	Process improvement. Was \$300.	
<b>TRV555-1: Special Circumstances – Travel Advances</b>		
<i>Item 1d.</i> Travel advances may not exceed 80% of anticipated lodging and meals expenses.	Align with state policy. Was 85%.	

<b>TRV510: Responsibilities in the Travel Process</b>		<b>New?</b>
<b>TRV555-3: Special Circumstances – Group Travel</b>		
<i>Item 2d.</i> Group travel advances for \$100 or more are issued for 80 percent of the estimated meal and lodging expenses for employees.		Align with state policy. Was 85%.
<b>WHAT'S NEW</b>		<b>WHY?</b>
<b>TRV505: Travel Definitions</b>		
The use of the word “Event” to mean meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research, travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.		Eliminate confusion – ALL travel is done for an “event”.
<b>TRV510-4: Responsibilities in the Travel Process – Traveler</b>		
<i>Item 3.</i> The traveler will resubmit the Annual Travel Certification form at any time if the traveler no longer possesses a valid driver’s license or liability insurance.		Aligns policy with the expected practice.
<b>TRV515-8: General Travel Policy – Personal Expenses</b>		
<i>Item 1i.</i> Exceptions may be granted by the Comptroller for passport and visa expenses recruitment or retention issues or if out-of-country travel is not a normal part of the traveler’s position responsibilities.		Align with state policy.
<b>TRV520-3: Travel Exceptions – Justification of Exception</b>		
<i>Item 2.</i> Justifications for exceptions to travel policy should be prepared by the individual responsible for the policy violation.		Improved ownership of the transaction.
<b>TRV520-4: Travel Exceptions – Blanket Letter of Exception</b>		
<i>Items 1 and 2.</i> Blanket memorandums of exception are acceptable if they are completed in detail on the Blanket Exception to Policy form and signed by the exception to policy signer, department leadership and a travel coordinator in the Comptroller’s Office. These forms must be renewed on an annual fiscal year basis.		Process improvement.
<b>TRV525-9: Ground Transportation – Transportation to Meals at Destination and TRV540-1: Meals – General Requirements for M&amp;IE Reimbursement</b>		
<i>TRV525-9 items 1 and 2. TRV540-1 items 5 and 6.</i> If suitable meals <u>can</u> be obtained within a reasonable walking distance of lodging or temporary duty post then the total of the meal, tax, tip, incidental		Align with state policy.

TRV510: Responsibilities in the Travel Process		New?
<p>expenses and any transportation cost expense may not exceed the maximum allowable meal reimbursement rate.</p> <p>Conversely, if suitable meals <u>cannot</u> be obtained within a reasonable walking distance of lodging or temporary duty post then transportation cost to a restaurant is reimbursable as a transportation expense.</p>		
TRV540-2: Meals – M&IE Reimbursement Rate Calculations		
<p><i>Item 1.</i> One of two M&amp;IE reimbursement rate calculation methods may be selected and must be applied to the entire trip.</p> <ul style="list-style-type: none"> <li>a. The rate for the city and state where the meal was <i>purchased</i></li> <li style="text-align: center;">- OR -</li> <li>b. The rate for the city and state where the <i>overnight accommodations are located</i></li> </ul>	<p>Process improvement.</p>	
TRV550-2: International Travel – Travel to Sanctioned Countries		
<p><i>Item 1.</i> For any person traveling to a country with a trade sanction, there is no coverage (nor any service from Executive Assistance) if the person conducts an illegal or sanctioned activity.</p> <p><i>Item 2.</i> A list of sanctioned countries and summaries concerning travel can be viewed on the <a href="#">website of The Office of Foreign Assets Control</a>. The OFAC website includes the following introduction:</p> <p><i>Item 2a.</i> The Office of Foreign Assets Control ("OFAC") of the U.S. Department of the Treasury administers and enforces economic and trade sanctions against targeted foreign countries, terrorism sponsoring organizations and international narcotics traffickers based on U.S. foreign policy and national security goals. OFAC acts under Presidential wartime and national emergency powers, as well as authority granted by specific legislation, to impose controls on transactions and freeze foreign assets under U.S. jurisdiction. Many of the sanctions are based on United Nations and other international mandates, are multilateral in scope, and involve close cooperation with allied governments.</p> <p><i>Item 3.</i> If a person plans travel to a trade sanctioned country, there is a high likelihood that country may also have other high travel risks, political or social unrest, or war. Such countries are subject to</p>	<p>Improved policy and control regarding risky travel.</p>	

TRV510: Responsibilities in the Travel Process		New?
change, and a current list is maintained by NAU Property and Liability Insurance Services.		
Travel to war zones TRV550-3: International Travel – Travel to War Zones		
<p><i>Item 1.</i> Any individual wishing to travel to a war zone on university business must contact Property and Liability Insurance Services to determine the current insurance coverage status for the country or countries to be visited. Justification and approval for the travel must be obtained from the individual's Dean or Vice President after review of the travel risk and insurance issues involved.</p> <p><i>Item 2.</i> Current policy exclusions include:</p> <ul style="list-style-type: none"> <li>a. Any loss as a result of conducting a trade sanctioned activity;</li> <li>b. A loss as a result of war in any country with a trade sanction, and/or:</li> <li>c. Afghanistan, Albania, Angola, Armenia, Azerbaijan, Bahrain, Burundi, Central African Republic, Cote d'Ivoire, Cuba, Eritrea, Ethiopia, Federal Republic of Yugoslavia, Georgia, Guinea-Bissau, Haiti, Iran, Iraq, Kosovo, Kyrgyz Republic, Libya, Macedonia, North Korea, Northern Ireland, Oman, Pakistan, Qatar, Rwanda, Saudi Arabia, Serbia, Sierra Leone, Somalia, Uganda, Uzbekistan, West Bank and Gaza, Yemen, Zaire.</li> </ul> <p><i>Item 3.</i> A copy of the authorization, and travel document number must be submitted to Risk Management 60–90 days prior to travel. Contact Property and Liability Insurance Services (x32009) for more information.</p>		Improved policy and control regarding risky travel.
TRV555-4: Special Circumstances – Package or Group Discounts		
<p><i>Item 1.</i> When using websites (such as Expedia, Travelocity, Hotwire, etc.) to make travel arrangements using package deals, documentation is required for each specific item included in the package such as airfare, hotel, and rental car.</p> <p><i>Item 2.</i> Documentation should be provided to substantiate the conformance with set rates as established in travel policy.</p> <p><i>Item 3.</i> If such documentation cannot be obtained from the website or vendors, the traveler is responsible for comparing the package</p>		Align with state policy.

TRV510: Responsibilities in the Travel Process		New?
<p>price to the separate coach airfare rates, hotel rates and vehicle rental rates and providing documentation to reflect that the package price is less expensive than fares allowed individually.</p> <p><i>Item 4.</i> When the website documentation is not sufficiently detailed, a signed statement by the employee who arranged the travel (along with documentation from separate coach airfare rates, hotel rates, etc.) referencing the comparison above is to be attached to the travel claim to certify that a reasonable effort was made to procure the best price for the university.</p>		
TRV560-3: Avoiding Appearance of Personal Benefit - Lodging at a Second Residence or Friend/Relative's Home		
<p><i>Item 1.</i> In the event an individual is on assignment away from his primary duty post in a location where the traveler maintains a second residence, department leadership may, for the period of the assignment, designate the second residence as the primary personal residence for the intent of NAU travel policy only.</p> <p><i>Item 2.</i> Lodging at Second Residence <b><u>NOT</u></b> Designated the Primary Residence or Friend/Relative's Home</p> <ol style="list-style-type: none"> <li>a. Lodging expenses are not reimbursable.</li> <li>b. M&amp;IE may be reimbursed for the actual amount paid or the maximum reimbursement rate – whichever is lower.</li> <li>c. Daily mileage between the residence and the temporary duty post is reimbursable.</li> <li>d. Round trip mileage from the regular duty post to the lodging or temporary duty post is reimbursable. If the traveler begins the trip at the "normal" primary residence, commute miles must be deducted from the mileage calculation.</li> </ol> <p><i>Item 3.</i> Lodging at Second Residence <b><u>Designated the Primary Residence</u></b> by Department Leadership</p> <ol style="list-style-type: none"> <li>a. Lodging expenses are not reimbursable.</li> <li>b. M&amp;IE are not reimbursable.</li> <li>c. Daily mileage between the residence and the temporary duty post is not reimbursable.</li> <li>d. Round trip mileage from the regular duty post to the lodging or temporary duty post is reimbursable. If the traveler begins the trip at the "normal" primary residence, commute</li> </ol>	<p>This situation is becoming more common. Policy allows for consistent treatment of expenses across the university.</p>	

<b>TRV510: Responsibilities in the Travel Process</b>		<b>New?</b>
miles must be deducted from the mileage calculation.		
<b>TRV560-4: Avoiding Appearance of Personal Benefit - Indirect or Interrupted Travel Itineraries</b>		
<p><i>Item 2.</i> Changes to a traveler’s itinerary that occur after departure must be for university business and approved by department leadership in order to be eligible for reimbursement for additional expenses.</p>	<p>This situation is becoming more common. Policy allows for consistent treatment of expenses across the university.</p>	
<b>TRV560-6: Avoiding Appearance of Personal Benefit - Travelers with Physical Disabilities</b>		
<p><i>Item 1.</i> Department leadership may approve expenses deemed necessary to provide reasonable accommodation to an employee with a special need that is either:</p> <ul style="list-style-type: none"> <li>a. Clearly visible and discernible; or</li> <li>b. Substantiated in writing by a competent medical authority.</li> </ul> <p><i>Item 2.</i> Travel expenses reimbursed for special needs travel include expenses deemed necessary to accommodate the employee, but are not limited to, the following expenses:</p> <ul style="list-style-type: none"> <li>a. Transportation and expenses incurred by a family member or other attendant who must travel with the traveler to make the trip possible;</li> <li>b. Specialized transportation to, from, and/or at the temporary duty location;</li> <li>c. Specialized services provided by a common carrier to accommodate the special need;</li> <li>d. Costs for handling baggage that are a direct result of the special need;</li> <li>e. Renting and/or transporting a wheelchair;</li> <li>f. Premium-class accommodations when necessary to accommodate the special need;</li> <li>g. Services of an attendant, when necessary, to accommodate special needs.</li> </ul>	<p>Align with state policy.</p>	
<b>TRV565: Long Term Travel</b>		
<p><b>TRV565-1: Travel Longer Than 30 Days but Less Than One Year</b></p> <p><i>Item 1.</i> First seven days of travel – Travelers are allowed</p>		<p>Align with state policy.</p>

<b>TRV510: Responsibilities in the Travel Process</b>	<b>New?</b>
<p>reimbursement using the regular lodging and meal and incidental expenses (M&amp;IE) reimbursement rates for a period not to exceed seven days while arranging for long-term accommodations.</p> <p><i>Item 2.</i> Actual lodging expense – Actual lodging expense is reimbursed including all related costs such as rent, electricity, gas, water, and standard telephone charge up to the maximum reimbursement rate as listed in the State of Arizona Travel Policy Supplement I. Original receipts are required for all charges requested for reimbursement. The itemized portion of the telephone bill must accompany the reimbursement claim to identify business calls if more than the monthly local service charge is to be reimbursed.</p> <p><i>Item 3.</i> Reduced reimbursement rates – Travelers temporarily assigned to one in-state duty post that is in excess of 50 miles from the traveler’s personal residence and regular duty post for periods of 30 days or more, are reimbursed for lodging and meal and incidental expenses at a reduced maximum reimbursement rate listed in the State of Arizona Travel Policy Supplement I.</p> <p><i>Item 4.</i> Temporary visits home – If a traveler returns to the traveler’s residence during travel for personal reasons, the roundtrip transportation expense between the temporary duty post and the personal residence is reimbursed if the trip is pre-planned and the traveler will be in continuous travel for 30 days or more. Meal and incidental expense is not reimbursed for meals consumed at the traveler’s personal residence or within 50 miles of the personal residence.</p> <p><b>TRV565-2: Long Term Travel - Travel Longer Than One Year</b></p> <p><i>Item 1.</i> Travel away from a personal residence or regular duty post that lasts more than one year in a single work location is considered indefinite. Any travel expenses reimbursed during that period must be treated as taxable income subject to withholding for income and employment taxes (i.e., social security, Medicare, mandatory retirement contribution, etc.).</p> <p><i>Item 2.</i> An indefinite assignment that is realistically expected to last more than one year shall be considered indefinite regardless of whether it actually exceeds one year. Thus, any amounts withheld in</p>	<p>Align with state policy.</p>

TRV510: Responsibilities in the Travel Process		New?
<p>connection with the employee's travel expense reimbursements would not be refundable if the assignment ends prematurely.</p> <p><i>Item 3.</i> If a temporary assignment is realistically expected to last for one year or less, but at some later date is extended to exceed one year, then the assignment shall be treated as temporary until the date the employee's or employer's realistic expectations change. Thus, travel expense reimbursements would not be taxable for the period of the assignment that was expected to be temporary. Travel expenses reimbursed thereafter must be included in the employee's income subject to withholding.</p> <p><b>TRV656-3: Long Term Travel - Maximum Reimbursement Rates</b></p> <p><i>Item 1.</i> Reimbursement rates for <u>in-state</u> long-term travel are established and listed in the State of Arizona Travel Policy Supplement I.</p> <p><i>Item 2.</i> Reimbursement rates for <u>out-of-state</u> long-term travel will be determined on a case by case basis. Please contact the Comptroller's Office for guidance.</p>	<p>Align with state policy.</p>	

WHAT'S FORMALIZED	WHY?
<b>TRV515-1: General Travel Policy - Reimbursement of Travel Expenses</b>	
<p><i>Item 4.</i> Reimbursement will not be made for personal travel or travel that could be construed as a possible conflict of interest. Documentation solidifying the business purpose of the trip should be attached to the travel claim if there is any question.</p>	<p>Aligns policy with the expected practice.</p>
<b>TRV515-8: General Travel Policy – Personal Expenses</b>	
<p><i>Item 1.</i> The following is a list of activities and expenses that may be incurred prior to or during travel that are considered personal in nature and are not reimbursed by the university. This list is not all inclusive and should be used as guide only.</p> <ul style="list-style-type: none"> <li>a. Airline clubs</li> <li>b. Currency conversion and check cashing fees for personal funds</li> <li>c. Entertainment including sporting events, cultural events, movies and other activities</li> </ul>	<p>Aligns policy with the expected practice.</p>

WHAT'S FORMALIZED	WHY?
<ul style="list-style-type: none"> <li>d. Flight insurance</li> <li>e. Gifts provided to co-workers, family members or others</li> <li>f. Illegal substances</li> <li>g. Liquor, wine, or other alcoholic beverages</li> <li>h. Magazines and guides</li> <li>i. Passport expenses – see “What’s New” Section</li> <li>j. Traffic citations. See <a href="#">TRV 525-2: General Requirements for Travel via Automobile item 2</a></li> <li>k. Traveler’s check fees for personal funds</li> </ul>	
<b>TRV525-4: Ground Transportation - Use of a Personal Motor Vehicle</b>	
<p><i>Item 1c.</i> Mexican authorities do not recognize insurance from the U.S. Although the State of Arizona Department of Administration maintains a Mexican automobile, aircraft, and general liability insurance policy which covers university employees traveling in Mexico on official university business, only university-owned vehicles are covered for automobile liability. Therefore, employees are discouraged from taking private vehicles to Mexico.</p>	Aligns policy with the expected practice.
<b>TRV525-6: Ground Transportation – Rental Cars</b>	
<p><i>Item 8a.</i> Optional equipment rentals such as GPS units, satellite radio, etc. are not reimbursable expenses.</p>	Aligns policy with the expected practice.
<b>TRV535-3: Lodging - Designated Lodging for an Event</b>	
<p><i>Item 2.</i> If the designated hotel is full, reimbursement for lodging in the immediate vicinity of the event hotel may be made at a rate higher than the maximum for the destination without an exception to policy provided that the alternate accommodation rate does not exceed the hotel rate published in the supporting documentation, and is the least expensive single room rate available.</p>	Aligns policy with the expected practice.
<b>TRV550-1: International Travel Policy - General International Travel Policy</b>	
<p><i>Item 6.</i> 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.</p>	Aligns policy with the expected practice.
<b>TRV555-2: Special Circumstances – Travel within 100 Miles of the Arizona Border</b>	

WHAT'S FORMALIZED	WHY?
<p><i>Item 1.</i> Travel to U.S. states within 100 miles of the border with Arizona may be deemed in-state travel at the discretion of department leadership.</p> <p><i>Item 2.</i> The decision to treat a travel transaction as in-state instead of out of state may impact:</p> <ul style="list-style-type: none"> <li>a. Account coding</li> <li>b. The need to prepare a TA</li> <li>c. Use of a personal vehicle</li> <li>d. Maximum reimbursement rates for M&amp;IE and lodging</li> </ul> <p><i>Item 3.</i> The in-state travel rules must be applied consistently across the travel transaction.</p>	<p>Aligns policy with the expected practice.</p>
<p><b>TRV560-4: Avoiding Appearance of Personal Benefit – Indirect or Interrupted Travel Itineraries</b></p>	
<p><i>Item 1.</i> Advance department leadership approval is required when a traveler takes an indirect route or interrupts travel by a direct route.</p> <p><i>Item 3.</i> Any resulting additional expenses that are not pre-approved by department leadership will be the responsibility of the traveler.</p>	<p>Aligns policy with the expected practice.</p> <p>Aligns policy with the expected practice.</p>