


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 520-03
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Requests for Justification for Exceptions to Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on guidance on requests for justification for exceptions to policy. Exceptions can occur, but should be rare; they can generally be avoided through careful planning and good communication between the traveler, travel specialist and department leadership.

LINKS

[Justification for Exception to Policy Signer Lookup List](#) [Justification for Exception to Policy Signer Authorization Form](#)

POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: 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.

TRV 520-03: Justification for Exception

1. Exception to policy request will be justified in writing on the traveler’s Exhibit J or by attaching a separate justification memo and attaching supporting documentation that may be approved by the justification for exception to policy signer. Any justification made on the basis of cost savings to the university must be supported by documentation such as printed travel quotes, savings calculations, etc.
2. The justification should be prepared by the individual responsible for the policy violation.
3. The justification documentation should stand alone. It should provide the details of the travel transaction.