


## COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 560-01</b>
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Avoiding Appearance of Personal Benefit</b>	Effective date: 01/01/2000
Source: University Policy <a href="#">State of Arizona Travel Policy</a> <a href="#">State of Arizona Travel Policy Supplements I - V</a> <a href="#">A.R.S. §38-621 through A.R.S. §38-627</a>	Revision date: 08/10/2009

### PURPOSE

To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

### POLICY

#### TRV 560-01: Extension of Travel Time to Reduce or Save Cost

1. Department leadership may authorize a traveler to extend the duration of domestic travel to reduce or save travel costs.
2. If the additional costs of lodging, car rental, and meals and incidental expenses (M&IE) (subject to the reimbursement rate caps) incurred within the vicinity of the business destination do not exceed the amount saved through the reduced airfare, the trip may be extended and the additional costs reimbursed by the university.