


COMPTROLLER TRAVEL POLICY MANUAL

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|  NORTHERN ARIZONA UNIVERSITY | POLICY: TRV 560-03 |
| | Section: 500 Travel |
| | Page 1 of 2 |
| | Responsible office: Comptroller |
| | Origination date: 01/01/2000 |
| Subject: Avoiding Appearance of Personal Benefit | 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: 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 560-03: Lodging at a Second Residence or Friend/Relative's Home

1. 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.
2. Lodging at Second Residence **NOT** Designated the Primary Residence or Friend/Relative's Home
 - a. Lodging expenses are not reimbursable.
 - b. M&IE may be reimbursed for the actual amount paid or the maximum reimbursement rate – whichever is lower.
 - c. Daily mileage between the residence and the temporary duty post is reimbursable.
 - 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.
3. Lodging at Second Residence **Designated the Primary Residence** by Department Leadership
 - a. Lodging expenses are not reimbursable.
 - b. M&IE are not reimbursable.
 - c. Daily mileage between the residence and the temporary duty post is not reimbursable.
 - 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.

The following chart is a visual representation of the interpretation of the policy stated above:

| | Lodged at Hotel | Lodged at Friend or Relative's Home | Lodged at Second Residence NOT Designated Primary | Lodged at Second Residence DESIGNATED Primary |
|-------------------------------------|-----------------|-------------------------------------|---|---|
| Lodging Expense | Reimbursable | Not reimbursable | Not reimbursable | Not reimbursable |
| Meals and Incidental Expense | Reimbursable | Reimbursable | Reimbursable | Not reimbursable |

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|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <u>Mileage Expense</u> | | | | |
| Temporary Lodging to the Temporary Duty Post | Reimbursable | Reimbursable | Reimbursable | Not Reimbursable |
| AND | | | | |
| Between <u>regular duty post</u> and temporary duty post or temporary lodging | Reimbursable | Reimbursable | Reimbursable | Reimbursable |
| OR | | | | |
| Between the <u>primary residence</u> and temporary duty post or temporary lodging | Reimbursable less commute miles | Reimbursable less commute miles | Reimbursable less commute miles | Reimbursable less commute miles |