


## COMPTROLLER TRAVEL POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: TRV 560-05</b>
	Section: 500 Travel
	Page 1 of 1
	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 560-05: Optional Event Registration Fees

- |                                                                                                                                                                                                     |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Optional registration fees such as those for recreational or social activities should not be reimbursed unless they can be tied to a specific business purpose and supported with documentation. |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|