




Dear Traveler:

When you travel on official NAU business you are responsible for:

- Being familiar and complying with State, University and department travel and transportation regulations before embarking on travel
- Selecting travel options that are most economical to the University/State
- Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.
- Paying any excess costs and any additional expenses incurred for your personal preference or convenience.
- Returning as promptly as possible to either the official station or official residence when the state business is completed.
- Securing prior authorization for travel when required.
- Verifying that all travel arrangements are confirmed prior to departure.
- Ensuring Travel Expense Claim is prepared in a timely manner and providing appropriate receipts and documentations as required.

Listed below are web sites that will provide you assistance.

- [Policies](#)
- [TRAVEL OVERVIEW](#)
- [Online Forms](#)
- [NAU Travel Destinations](#)

 NORTHERN ARIZONA UNIVERSITY	Annual Travel Certification		
	File Name: TR Annual Traveler Certification 57.doc	Rev: 1	Form Date: 9/30/05

This certification shall be completed on an annual basis prior to traveling on university business. The certification serves to replace the need for separate traveler certifications prior to individual trips.

As an employee of Northern Arizona University, I agree to the following terms and conditions required for travel on university business

1. All travel shall be properly approved according to university travel policy prior to incurring travel expenses.
2. In order to receive reimbursement of travel expenses, all required travel documentation shall be submitted to the appropriate travel representative within five (5) working days of returning from travel status.
3. If I am overpaid or fail to settle my account in full within 90 days of returning from travel status, I authorize Northern Arizona University to deduct the balance against my wages (A.R.S. §35-192.02B). I shall be notified in advance of any action taken against my wages. In addition, if unpaid balances due the university are outstanding at the time of my termination of employment, I authorize the university to deduct such balances from my final paycheck. If final wages are insufficient to cover my travel expenses and it becomes necessary to pursue collection of this debt through the Office of the Bursar, you shall be authorized to charge 18% interest (1.5% per month) on the unpaid balance and, if necessary, reasonable collection costs and/or attorney fees until my account is paid in full.

If traveling by personal vehicle, I certify that I shall maintain a valid Arizona drivers license (A.R.S. § 28-3151), and that the vehicle I am operating shall have minimum liability insurance coverage as required by the State of Arizona (A.R.S. § 28-4131). I understand that I must notify my supervisor if and when these conditions fail to exist, and I am requested to travel on university business.

Print Name: _____ EMPL ID# _____

Signature: _____ Date: _____

Department Name: _____