EXHIBIT J FORM

A step-by-step guide

ECOSYSTEM SCIENCE & SOCIETY

TOP SECTION

Download the Exhibit J form in Microsoft Excel. To begin, enter the information required in the top section of the form:

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1									Page 1
NORTHERN ARIZONA U	JNIVERSITY		Exhibit J		TA #		Expense Report #		
TRAVEL EXPENSE SUM	IMARY		Revised 4/17/2017		Cash Advance #				
4									
5									
6 Prepared by: John Sample	Date:	1/7/17	Traveler:		John Sample	Emplid #:	8492587	State Vehicle	
Entered By: Maria Galvez	Date:		Department:	Ecosyst	tem Science and Society	Phone:	523-8344	Rental Vehicle	
8 Purpose of Travel/Description:	Travel to Healy AK Fi	eld sites for research	Destination:		Healy AK	County:	Denali Borough	Personal Vehicle	
Traveler's Home Address:	N/A		Traveler Duty Post:	NAU Flagstaff	Comments:		1009999	Dr.License #	

Prepared by: [YOUR NAME] Date: [TODAY'S DATE] Entered by: [Maria Galvez] Date: [LEAVE BLANK] Purpose of Travel/Description: [EVENT OR PURPOSE] **Traveler's Home Address:**

If requesting mileage: [YOUR HOME ADDRESS]; if not: [N/A]

Traveler: [YOUR NAME] Department: [Ecosystem Science and Society] Destination: [YOUR DESTINATION] Traveler Duty Post: [NAU Flagstaff]

Emplid #: [YOUR EMPLOYEE ID] Phone: [523-8344] County: [COUNTY OF DESTINATION] ***NOTE: COUNTY, NOT COUNTRY Comments: [PROJECT ID #/NAME]

SUMMARY: DATE/ADDRESS/TIME

To begin the summary section of the form, fill in the dates of travel (each day should only have *one line*: see example below). For the first date, under 'Address' Departed From', enter either traveler's home address (if requesting mileage) or NAU Flagstaff (if not requesting mileage). 'Time' should be the time you left the duty post (NAU).

'Address Arrived At' should be the address of the traveler's destination. If there were layovers, simply list in same line:

NAU FLAGSTAFF > LAYOVER #1 LOCATION > DESTINATION The second "Time" should be the time you arrived at the destination.

Continue filling out the remaining travel dates with your departed from and arrived at addresses. If traveler did not leave destination (e.g. the event was at the hotel), list the destination in both departed from and arrived at columns until the date traveler leaves. On last date, list 'Address Departed From' as the traveler's destination and 'Address Arrived At' as NAU FLAGSTAFF or traveler's home address (if requesting mileage).

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						M & IE		
	Address Departed From	Time	Address Arrived At	Time	В	L	D	Ī
7	NAU Flagstaff > PHX Airport	7:00 AM	Healy, AK Field sites	4:00 PM		11.25	24.75	Ī
7	Healy, AK Field sites	6:00 AM	Healy, AK Field sites	6:00 PM	9.00	11.25	24.75	Ī
7	Healy, AK Field sites	6:00 AM	Healy, AK Field sites	6:00 PM	9.00	11.25	24.75	Ī
7	Healy, AK Field sites	6:00 AM	Healy, AK Field sites	6:00 PM	9.00	11.25	24.75	Î
7	Healy, AK Field sites	6:00 AM	Healy, AK Field sites	6:00 PM	9.00	11.25	24.75	Ī
7	Healy, AK Field sites	7:00 AM	PHX > NAU Flagstaff	2:30 PM	9.00	11.25		Î
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				TOTAL: \$	45.00	67.50	123.75	I
ER C	ERTIFICATION	Meal	Total		236.25	ſ		

TRAVEL EXPENSE SUMMARY

hat the items of expense in this claim were incurred for authorized official state and that they are correct and proper charges. If this travel claim involves travel by certify that I am an Authorized Driver, have a valid Arizona's driver's license, and if a vehicle was used, I certify that the vehicle has liability insurance coverage. I further

Third Party:

Include additional disclosure details on pg

AP Travel Form 1

AP Travel Form 2

M&IE RATES

To calculate the M&IE rates, look up the rate for the county of the traveler's destination on the comptroller webpage: http://nau.edu/comptroller/travel/. If traveler's destination is outside of the contiguous U.S. (foreign/AK & HI) go to the comptroller's website above and click on the link that looks like this:

Out-of-country/Alaska and Hawaii lodging and meal index

On the DoD rates website, choose the country you traveled to in the right-hand box, choose the month you traveled in the drop-down menu, unclick the "include military installations" box and click CALCULATE. Then in the row of the traveler's destination, the total M&IE rate is calculated as: Local Meals + Local Incidental - 10. To calculate the individual rates for breakfast, lunch, and dinner: B: 20% of total M&IE rate

L: 25% of total

D: 55% of total

Example: Healy, AK per DoD rates website: Local meals (69) + Local Incidentals

(17) - 10 = 76

B: 20% of 76 = \$15.20

L: 25% of 76 = \$19.00

D: 55% of 45 = \$41.80

Per the table at the bottom right of the form, if a traveler leaves before 6:00 AM,

traveler receives M&IE breakfast. (In example below, traveler left at 7:00AM, so no M&IE breakfast is allowed). If traveler leaves before 11:00 AM or returns after 2:00 PM, traveler receives M&IE lunch. If traveler returns after 8:00 PM, traveler receives M&IE dinner. (In the example below, traveler returns at 2:30 PM, so traveler receives lunch, but no dinner).

If you travel inside the contiguous U.S., go to the same comptroller website and choose this link: • Current Meals and lodging cost index. Then, search the M&IE rate for the county you stayed in and find that on the table in the bottom right corner of the Exhibit J form. This is also where you can find the maximum

lodging rate.

TRAVEL EXPENSE SUMMARY

					M & IE			
	Time	Address Arrived At	Time	В	L	D	Single D	Ext Day
	7:00 AM	Healy, AK Field sites	4:00 PM		11.25	24.75		
	6:00 AM	Healy, AK Field sites	6:00 PM	9.00	11.25	24.75		
	6:00 AM	Healy, AK Field sites	6:00 PM	9.00	11.25	24.75		
	6:00 AM	Healy, AK Field sites	6:00 PM	9.00	11.25	24.75		
	6:00 AM	Healy, AK Field sites	6:00 PM	9.00	11.25	24.75		
	7:00 AM	PHX > NAU Flagstaff	2:30 PM	9.00	11.25			
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LODGING, GAS/OTHER & TRANSP.

Under the lodging section, list the daily rate for each date of stay. Rate should not exceed maximum lodging rate listed on comptroller website from above. (NOTE: maximum rate does not include sales tax or fees). Under the Gas/Other section, traveler will list any parking fees, gas receipts, etc. that were incurred during travel. The traveler may request fuel expense reimbursement in lieu of mileage reimbursement. Fuel purchases will be reimbursable if original receipts are provided. The Transportation section is reserved for flight expenses. (NOTE: flight insurance is not reimbursable and should not be included in the total under 'Transp.')

If paid on PCard: Use pay code (C) next to expenses paid through PCard. If any travel costs are paid via third-party, use pay code (T). That amount will be listed in the "Less Paid via Third Party" cell on the Exhibit J. If ALL expenses are paid by a third party, an Exhibit J is not needed.

								Pay	Codes: C -	NAU	J Purchasing (Card	
UMMARY									R - Requisitio			ty	
ved At	Time	В	M&IE	D	Single D	Ext Day	Pers. Vehicle See Back Miles X .445	Pay Code	Lodging	Pay Code	Gas/ Other	Pay Code	Transp.
	4:00 PM		11.25	24.75	engle e	Encory	0.00		139.00		 		543.33
	6:00 PM	9.00	11.25	24.75			0.00	-	139.00	-	<u> </u>		
	6:00 PM	9.00	11.25	24.75			0.00		139.00	-			
	6:00 PM	9.00	11.25	24.75			0.00		139.00				
	6:00 PM	9.00	11.25	24.75			0.00		139.00				
	2:30 PM	9.00	11.25				0.00						
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	TOTAL: \$	45.00	67.50	123.75	0.00	0.00	0.00		695.00		0.00		543.33
	Meal		01.00	236.25		0.00	0.00		Trip Total		0.00		1,474.58
Third Party:		ditional di		telle en r	- 21			-	T - Less Paid	i via '	Third Party		0.00
	*Include ad	ditional dis	sciosure de	atalis on p	g. 2-				NAU Total				1,474.58

PAGE 2 OF EXHIBIT J

If traveler is requesting mileage, input the number of miles under either Odometer or Map on page 2. Mileage may be calculated by one of the following methods:

i. Actual mileage log with odometer readings and specific addresses

ii. Printed copy of another method such as Mapquest.com web site or Google Maps

If traveler leaves from residence rather than regular duty post (NAU Flagstaff), calculate the mileage for the most direct route from NAU Flagstaff to traveler's home address and input to cell that says 'Enter Commute Miles Here->'. When traveling on university business and travel begins or ends at the individual's residence, reimbursement for mileage is computed as the mileage for the most direct route to the destination less the commute mileage to or from the regular duty post (NAU Flagstaff). The spreadsheet automatically calculates the

reimbursement with these two inputs.

Additional details are required if there are any irregularities with the travel, including any third-party payments, traveler not requesting M&IE or lodging, exceptions to policy, etc. Reimbursement will not be made for personal travel or travel that could be construed as a possible conflict of interest. Documentation solidifying the business purpose of the trip should be attached to the travel claim if there is any question.

Per CMP 420-01, faculty and staff are required to properly account to NAU for the expenses within a reasonable period. Requests for reimbursement of travel related expenses should be *within 5 days of return* but no longer than 30 days after the return.

ATTACHMENTS TO PROVIDE

A detailed invitation, brochure, agenda, itinerary, email communication with the event coordinator, etc. must be submitted to the travel specialist and attached to the Exhibit J. This documentation must substantiate university business and include information regarding the beginning and ending dates, registration fees, lodging costs, included meals and program itinerary. Actual lodging expense is reimbursed including all related costs such as rent, electricity, gas, water, and standard telephone charge up to the maximum reimbursement rate. Original receipts are required for all charges requested for reimbursement. Most importantly, provide documentation/receipts for all expenses listed on the Exhibit J (excluding M&IE).