
EMPLOYEE TRAVEL

Latest Review / Revision: October 12, 2011

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Employees must choose the most prudent and economical means of travel, considering factors such as travel expense, time way from the office, and the needs of the University.

I. Travel Expense Voucher

POLICY

Under University policy, employees should be reimbursed for travel expenses via a Travel Expense Voucher. Employees are reimbursed at the rates stated and are only reimbursed for their individual allowable expenditures.

PROCEDURES

The following procedures should be followed when completing the Travel Expense Voucher:

1. Indicate the **purpose and location** of the travel for each trip.
2. Indicate the **departure and return times** for all trips.
3. Include the proper fund(s), department(s), account(s), and if needed, program number(s) and project number(s).
4. Convert expenses to U.S. funds for lodging, registration, or other expenses, and attach printouts of conversion.
5. If a room is shared with another individual ensure that a **single room rate** was claimed.
6. Review the Travel Expense Voucher for correct per diem rates for meals. Refer to the most recent per diem listing. This may be obtained from the following web site: <http://gsa.gov>. (Click on Per Diem Rates under Travel Resources, click on the State, use the M & IE Rate column for the city lodged in)
7. Airline ticket/invoice itinerary (form of payment shown) must be attached if paid for on a personal credit card. If ticket was charged on the UND Purchasing Card (P-Card), it is not necessary to attach a ticket or itinerary.
8. If meals were included in the registration, and were prepaid by UND, the meal allowance for that quarter should be adjusted accordingly.
9. The employee traveling **cannot** approve his/her own Travel Expense Voucher.
10. Required departmental approval signature(s) in ink should be obtained. Faxed or electronic signatures are also accepted, however, every effort should be made to obtain the original signatures. Authorized individuals should utilize their own signature, rather than signing another person's name to a document or using a signature stamp and initialing.
11. Original paid receipts or a copy (front and back) of cancelled check should be included for the following expenses. If a receipt is missing, please submit the certificate for Missing Receipt/Invoice form:
 - Lodging
 - Taxi
 - Parking
 - Registration
 - Telephone
 - Miscellaneous (provide explanation for any miscellaneous expense)
12. Receipts should equal the amounts that they support on the Travel Expense Voucher.
13. **Travel Expense Vouchers that have a total payment amount of \$1.00 (one dollar) or less will not be processed.**
14. Sufficient budget should be available in the fund(s) to cover the expenditure.
15. The travel voucher reference number must be in the upper right hand corner of the travel expense voucher. Verify that the reference number has not already been used.
16. The employee's EMPLID # **MUST** be listed or the travel expense voucher will be returned.

17. **Only one Travel Expense Voucher is to be submitted each month** and is submitted at month end.
18. The completed Travel Expense Voucher should be forwarded to the Accounting Services Office for processing.

II. Air Transportation

POLICY

The following policy and guidelines regarding air transportation are governed by [NDCC Chapter 54-06-09 \(http://www.legis.nd.gov/cencode/t54c06.pdf\)](http://www.legis.nd.gov/cencode/t54c06.pdf).

Fly America Act – Those individuals utilizing a grant or contract fund for the purchase of airline tickets should take note of the Fly America Act. The Fly America Act (49 U.S.C. Section 40118) requires government financed air transportation to be "provided by" air carriers holding certificates of public convenience and necessity as U.S. flag air carriers. This requirement is applicable to all federal and federal flow through Grants, Cooperative Agreements and Contracts, for either domestic or international travel.

If you are planning on any travels or are making arrangements for someone to travel on a Grant Cooperative Agreement or Contract, the Fly America Act may be applicable to the arrangements. It is important to note this will have a direct effect on international travel, but may also create problems for domestic travel.

The Comptroller General issued a decision regarding the Code Sharing (Airline Alliances) of flights by U.S. and foreign flag carriers utilizing the equipment of the foreign flag carrier. If a U.S. flag air carrier has an arrangement to provide passenger service in international air transportation on the aircraft of a foreign air carrier under a "code-share" arrangement with a foreign air carrier this could meet the requirement of the Fly America Act. The key to meeting the requirements appears to be whether the ticket is purchased through the U.S. air carrier. If the ticket is issued through the U.S. air carrier, it would be eligible for reimbursement. However, if the ticket were issued by a foreign air carrier, even under a code sharing arrangement, the ticket may not be eligible for reimbursement on a Federal Grant, Cooperative Agreement or Contract. Caution in making arrangements for foreign travel is warranted.

Please contact the Grants & Contracts Administration Office as soon as possible if you are planning any international travel or if you have any questions at #7-4151.

Electronic tickets – Employees using an electronic ticket should follow these procedures:

1. Airline/Amtrak tickets are now allowed on the Purchasing Card (P-Card):
 - If you are making the reservation with a local travel agency, please give the travel agency the P-Card number and indicate that the travel is for University of North Dakota business.
 - UND pays for **COACH FARE ONLY**.
 - The Airline/Amtrak Detail form must be completed for all tickets charged to your departmental P-Card and must be attached to the P-Card Statement of Account along with an invoice /itinerary (submitted monthly). The Airline/Amtrak Detail form is located at <http://www.und.nodak.edu/dept/purchase/html/purchasingcard.html>

- The airline tickets will be automatically charged to account # 521070-Out of State –Air Transportation.
2. Purchase the Airline/Amtrak ticket on a personal credit card or the UND Travel Card and request reimbursement on a Travel Expense Voucher.

The individual traveling should carry proper identification when traveling via an electronic ticket, as they will be required to show ID at the airport before a boarding pass will be issued.

The additional charge for an airline paper ticket (instead of an E-Ticket) is a non-reimbursable expense. The additional fee is considered a personal expense to the traveler and may not be paid for from University funds. If a paper ticket is required, the reimbursement will be handled on a case-by-case basis.

Contact Bonnie at 7-2966 or bonnie.nerby@email.und.edu with any questions you may have.

Commercial Air Transportation – Employees may be reimbursed for the actual airfares (for tourist or coach) paid on their personal credit cards for travel on official University business. Reimbursement can be made by attaching the **paid** invoice/itinerary for the tickets to the Travel Expense Voucher. First Class/Business Class airfares are not allowed.

Ticket Descriptions	
Coach	Sale or Discounted Ticket
Business Class	International Travel
First Class	Domestic Travel

Travelers are encouraged to take advantage of special airline rates. A department head, at his/her discretion, may authorize employees to depart early or return late from their destination to take advantage of these special rates. However, the early departure or late return must result in savings or no additional cost after the additional costs associated with the extra per diem and lodging have been taken into account.

Choice Paid Seat Assignment – UND Policy considers the seat assignment fee to be an expense associated with a “Personal preference” and is not reimbursable by UND. UND policy states that employees may be reimbursed for the actual airfares for coach rates only. Any seat assignment fees are the responsibility of the traveler and should be paid personally.

Change Fees – Fees are generally charged for the changes made on tickets through the travel agency or at the airport. If an individual has paid for the change fee with a personal credit card, he/she should attached the change form (invoice) received from the airline to the Travel Expense Voucher when requesting reimbursement. If the ticket was charged to the P-Card, the change form (original invoice) should be attached to the Airline/Amtrak Detail Ticket Detail form and attached to the monthly P-Card Statement of Account.

Extra baggage charge – UND will reimburse for the first piece of luggage and any surcharges with proper receipt attached to the travel voucher (account code 521070). Any additional baggage fees are the employee's responsibility, but may be reimbursed by UND with proper justification.

Canceled tickets – Ticket cancellations may be either refundable or non-refundable. In the event that the ticket is refundable, the amount of the ticket will be credited back to the proper FUND and DEPARTMENT NUMBER if the P-Card was used. Unused non-refundable tickets remain valid for one year from the original issue date, not the travel date, but are subject to a rate change and whatever penalty amounts are applied when making new travel arrangements. The ticket amount will be credited back to the personal credit card of that individual in the event that a personal credit card was used. The employee is responsible for the reimbursement of the refund back to the University. If the ticket is non-refundable, the amount of the ticket will NOT be credited back. If an electronic ticket has been issued, the employee should simply notify the travel agency immediately of the cancellation to make sure hotel or car reservations are canceled and not charged to their credit card or P-Card. Canceled tickets are kept in the travel agencies system and reviewed weekly. Employees are notified from the agency about a month before the canceled ticket is about to expire. If the ticket was canceled through the airlines directly, it is put into the agency queue and automatically shows on the agencies weekly report.

Charter, Lease or Rental of Aircraft – [NDCC Chapter 54-06-09](http://www.legis.nd.gov/cencode/t54c06-09) (<http://www.legis.nd.gov/cencode/t54c06.pdf>) and UND policy cite the following requirements for travel by charter, lease or rental of aircraft:

Employees must choose the most prudent and economical means of travel, considering factors such as travel expense, time away from the office, and the needs of the University.

Private/Personal Aircraft

The mileage rate allowable for private/personal aircraft travel is 70 cents per actual mile (as described below).

- The mileage rate allowable for private/personal aircraft travel is 70 cents per mile for each mile actually and necessarily traveled in the performance of official duty when the travel is by private/personal airplane. Mileage by private/personal aircraft must be computed by **actual air mileage when only one state employee or official is traveling; if two or more state employees or officials are traveling by private aircraft, the mileage must be based on the statute miles** between the geographical points.

Actual traveled air mileage should be used, but in the event that it is unavailable, air mileage, as well as statute mileage, can be obtained from the following website:

Air Routing International - <http://ww.airrouting.com/content/tdcalc.html>

Example 1

A University employee is traveling alone on business from Grand Forks (GFK) to Minneapolis (MSP) and back. PalmFLYING.com indicates that the flight is 246 air miles each way.

$$(246 \times 2) \times \$0.70 = \$344.40$$

The employee is reimbursed \$344.40 for air mileage.

Example 2

A University employee is traveling with a coworker on business from Grand Forks (GFK) to Minneapolis (MSP) and back. PalmFLYING.com indicates that the flight is 284 statute miles each way.

$$(284 \times 2) \times \$0.70 = \$397.60$$

The employee is reimbursed \$397.60 for statute mileage.

- If reimbursement is claimed for private/personal aircraft, reimbursement may not exceed the cost of regular coach fare on a commercial flight, if one is scheduled between the point of departure, point of destination, and return, for each properly authorized and reimbursable passenger on the flight. The employee is required to provide documentation of the cost comparison.
 - a. If there is no such regularly scheduled commercial flight, reimbursement is limited to 70 cents per actual mile (as outlined above), providing that the employee provides documentation that a commercial flight was not available.

When completing a Travel Expense Voucher, reference account 521065 for private air mileage.

Chartered/Leased Aircraft

- If reimbursement is claimed or payment is requested for a chartered/leased aircraft, reimbursement/payment may not exceed the cost of regular coach fare on a commercial flight, if one is scheduled between the point of departure, point of destination, and return, for each properly authorized and reimbursable passenger on the flight. The employee is required to provide documentation of the cost comparison.
 - a. If there is no such regularly scheduled commercial flight, the actual cost of the charter can be reimbursed/paid, providing that the employee provides documentation that a commercial flight was not available.
- No reimbursement may be paid for leased private aircraft, except for leased or rented private aircraft from a recognized fixed base aviation operator who is in the business of leasing and renting private aircraft and is located at the airport open for public use.

PROCEDURES

Individuals utilizing commercial air travel should use the following Accounts when completing a Travel Expense Voucher:

- 521010 Air Transportation In-State
- 521070 Air Transportation Out-of-State
- 521065 Private Air Mileage
- 521060 Air Transportation – International

The last ticket coupon or paid invoice/itinerary should be attached to the Travel Expense Voucher. The aforementioned documentation for change fees and canceled tickets should also be attached, if applicable, and included within the same account category. In the event that private aircraft travel is utilized, the amount should be calculated as the total mileage (as described above) times 70 cents per mile. The account to be utilized for private air mileage is 521065.

III. Car Rental

POLICY

An employee shall use a State Fleet vehicle whenever possible. UND does not allow reimbursement for car rentals from Grand Forks. Additionally, vehicle rentals are not to be used for non-University groups and organizations conducting other than state business.

UND requires the employee's supervisor to approve the use of a non state-owned vehicle. This requirement is documented by the supervisor approving the Travel Reimbursement Voucher.

PROCEDURES

The State of North Dakota has a Vehicle Rental Agreement that can be used when renting a vehicle for state business. Details and procedures for use of this rental agreement can be located on the Risk Management website: <http://und.edu/finance-operations/environmental-health-and-safety/files/docs/car-rental-policy-7-2011.pdf>

IV. Employee Travel Reimbursement

Travel Expense Vouchers, including the required **original** receipts, should be submitted to the Accounting Services Office within 10 working days after the end of a month in which an employee incurs reimbursable expenses. All expenses submitted on the Travel Expense Voucher should be in US funds. The following internet address should be used when converting currency: <http://www.oanda.com/convert/classic>.

Two months of travel may be submitted on one Travel Expense Voucher, provided that travel begins in one month and ends in the next, **except when travel begins in one fiscal year and ends in another fiscal year**. In this case, each fiscal year should be submitted on a separate Travel Expense Voucher.

Normally only one Travel Expense Voucher should be submitted per employee per month. A second Travel Expense Voucher may be submitted, however, if expenses have been inadvertently omitted or certain bills (such as a phone bill with calls that qualify for reimbursement) are not received until later. In the event that a second Travel Expense Voucher is submitted, the voucher should cross-

reference the original Travel Expense Voucher number associated with that trip. If phone calls are being reimbursed from a personal phone bill, the bill should be attached to the paperwork and **the business phone calls that qualify for reimbursement** should be noted.

All receipts submitted with a Travel Expense Voucher should be **original PAID** receipts. When an original receipt is lost, a copy of the original receipt or a faxed copy must be obtained to replace the lost receipt. Credit card receipts are **NOT** acceptable. If a fax copy or replacement copy is unobtainable, please submit the Certificate for Missing Receipt/Invoice form.

The Accounting Services Office will notify departments of the deadline for Travel Expense Vouchers for the month of June to ensure that the payment is recorded in the appropriate fiscal year. Please note that individuals may choose to have travel expense reimbursements deposited directly to their personal bank account(s). Amounts received for financial aid, accounts receivable refunds, payroll, flex comp and all other reimbursements or refunds may also be direct deposited. Individuals wishing to utilize direct deposit for their travel expense reimbursements may obtain a Direct Deposit Authorization Form from the Accounting Services web site. Forms for financial aid and accounts receivable refunds are obtained from the Student Account Services website. Forms for payroll and flex comp reimbursements are obtained from the Payroll website.

Employees requesting travel reimbursement should complete the Travel Expense Voucher. Complete the columns, as needed, based upon the type of expenses being reimbursed. Please refer to the various sections under the Travel policies of this manual for additional information on allowable expenses and rates. Applicable original receipts should then be attached, and the form should be submitted to the Accounting Services Office.

V. Employee Visa Travel Card Information

[Travel Card vs. Purchasing Card – What are the differences?](http://www.und.edu/dept/accounts/documents/PurchasingTravelCardHandOut12182009.pdf)

<http://www.und.edu/dept/accounts/documents/PurchasingTravelCardHandOut12182009.pdf>

The VISA Travel Card is available to benefited staff and faculty employees (those employees paid using these accounts, 515005/511002 and possibly 512005). All other requests will be approved on a case-by-case basis.

The VISA Travel Card:

- is issued in the name of the employee
- is an individual liability card (employee is liable for all charges; past due charges are **NOT** reimbursable and are the responsibility of the card holder)
- includes Travel Accident Insurance
- is a VISA card, which is more widely accepted
- can only be used for business-related travel expenses; **NO** personal charges

To obtain a VISA Travel Card, an employee should:

- Complete the VISA Travel Card Application form
- Review and Sign the VISA Travel Card Agreement form
- Obtain Department Head/Supervisor's signature on the Employee VISA Travel Card Agreement form

- Submit completed Employee VISA Travel Card Application and Agreement forms to Accounting Services
- Pick up card within 5 days of notification and sign for VISA Travel Card in Accounting Services (ID is required)

The VISA Travel Card can only be used for University business-related travel expenses, such as:

- Airline Tickets
- Hotel/motel expenses
- Registration Fees
- Taxi
- Car Rental/fuel
- Meals
- Other business-related travel incidentals, such as baggage fees

The VISA Travel Card is an **individual liability** card; all charges, except business-related airline tickets, will be the responsibility of the employee and the employee may request reimbursement for authorized expenses by completing a Travel Expense Voucher, along with all required receipts. It is the employee's responsibility to make payments, in a timely manner, to the credit card company, regardless of whether they have received reimbursement on a travel expense voucher or not (**Past Due** charges are the employee's responsibility).

NO PERSONAL EXPENSES MAY BE CHARGED TO THE VISA TRAVEL CARD. Misuse of the card may be grounds for revocation of cardholder privileges, potential discipline or termination of employment, and possible criminal prosecution. In addition, if an employee's card is revoked due to misuse, the employee will be personally responsible for future business-related travel expenses prior to requesting reimbursement. No special arrangements will be made to assist the employee with future business-related travel expenses (direct billing, etc).

Airline/Amtrak ticket purchases:

1. Airline/Amtrak tickets are now allowed on the Purchasing Card (P-Card):
 - If you are making the reservation with a local travel agency, please give the travel agency the P-Card number and indicate that the travel is for University of North Dakota business.
 - UND pays for **COACH FARE ONLY.**
 - The Airline/Amtrak Detail form must be completed for all tickets charged to your departmental P-Card and must be attached to the P-Card Statement of Account along with an invoice /itinerary (submitted monthly). The Airline/Amtrak Detail form is located at <http://www.und.nodak.edu/dept/purchase/html/purchasingcard.html>
 - The airline tickets will be automatically charged to account # 521070-Out of State – Air Transportation.
2. Purchase the Airline/Amtrak ticket on a personal credit card or the UND Travel Card and request reimbursement on a Travel Expense Voucher.

Employee termination from UND

If terminating employment with UND, return the VISA Travel Card to Accounting Services immediately. If transferring to another UND Department, please notify Accounting Services.

VI. Travel Outside the United States

POLICY

Travel Outside the United States: [Visit the Risk Management website for more information regarding Travel Outside the United States: http://und.edu/student-life/safety/ehs/riskmanagement.cfm](http://www.und.edu/student-life/safety/ehs/riskmanagement.cfm). Please use the Foreign Travel section.

For proof of insurance please see the [International Travel Insurance Memo \(http://www.und.edu/dept/accounts/documents/IntlInsLetterUND.pdf\)](http://www.und.edu/dept/accounts/documents/IntlInsLetterUND.pdf) issued by the Campus Safety & Security Office.

VII. Lodging

POLICY

Lodging policies are addressed in [NDCC Chapter 44-08-04 \(http://www.legis.nd.gov/cencode/t44c08.pdf\)](http://www.legis.nd.gov/cencode/t44c08.pdf). The policy provides for reimbursement of employee lodging expenses while an employee is away from his/her normal working and living residence for four hours or overnight.

PROCEDURES

An original receipt is required for lodging reimbursement. Only receipts from bona fide lodging establishments will be accepted for reimbursement. The receipt should be the official receipt from the lodging establishment and not a charge slip from a credit card system. If a lodging receipt is lost, contact the lodging establishment for a duplicate or fax copy. If a fax copy or replacement copy is unobtainable, please submit the Certificate for Missing Receipt/Invoice form.

Any employee that lives out of state and comes to Grand Forks should be reimbursed for meals and lodging using the ND in-state rates.

In-State Lodging

Effective for travel on or after August 1, 2009 – The maximum expense allowance for lodging for a twenty-four hour period is ninety percent (90%) of the United States General Services Administration [GSA rate for lodging in North Dakota \(http://www.gsa.gov/portal/category/100120\)](http://www.gsa.gov/portal/category/100120), plus applicable state and local taxes (prorated if the room rate exceeds this amount). The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time.

For travel prior to October 1, 2010 – The maximum expense allowance for lodging for a twenty-four hour period is \$63.00 plus applicable taxes (prorated if the room rate exceeds \$63.00).

Effective October 1, 2010 – The GSA Reimbursement Rate for lodging increases from \$63.00 to \$69.30 plus any applicable taxes.

The following is an example of how to calculate the maximum expense allowed when the room rate is over the allowed rate:

Actual Lodging Expense.....\$80.00 (Allowable amount is \$69.30)
Taxes\$8.59

1. Divide the maximum expense allowance by the actual lodging expense:
 $\$69.30 \div \$80.00 = 87\%$
2. Multiply the amount of tax by the result of the calculation in the first step:
 $87\% \times \$8.59 = \7.47
3. Add the amount calculated in step two to the \$69.30 allowed, obtaining maximum expense allowance:
 $\$69.30 + \$7.47 = \$76.77$

The maximum expense allowance would be \$76.77.

Out-of-State Lodging – The maximum expense allowance for lodging for a twenty-four hour period is the actual amount of the lodging expense.

Additional lodging requirements for in-state and out-of-state travel are as follows:

Lodging charges when accompanied by an individual not eligible for reimbursement – When accompanied on a University authorized trip by a spouse or traveling companion, the employee should have the **lodging establishment** clearly indicate the room rate for a single person and only that amount can be claimed, not to exceed the amounts mentioned above for in-state or out-of-state lodging.

Expenses for spouse/traveling companion(s) are not reimbursable on UND funds.

Lodging charges when two employees share lodging – If two employees are sharing lodging accommodations, the **actual cost** of the room should be split evenly. This applies to both in- state and out-of-state lodging. The original receipt is submitted with the Travel Expense Voucher for the employee in whose name the room was registered. Both parties should indicate the name of the individual they shared the room with on their respective Travel Expense Voucher. A copy of the lodging receipt is attached to the other employee's voucher. **When making the reservation, inform the lodging establishment that a split bill is requested.**

Lodging charges are only reimbursed to an individual/employee - Only individuals/ employees may be reimbursed for lodging expenses; a lodging facility may not be paid directly by the University unless prior approval has been obtained for special circumstances.

If an employee's normal work location is outside of North Dakota, and he or she is traveling for business within his or her state, the employee should be reimbursed for the actual cost of the lodging, if the discounted rate (state rate) would not be available.

Hotel/Deposit Prepayment – An advance payment for a room may be paid to a hotel/motel if so required by that lodging establishment or when there will be a tax savings benefit. The payment for the deposit may include one of the following options.

1. If the date of arrival is within a short time period from the date that the deposit is required, the deposit may be charged to the employee's UND Travel Card or their personal credit card. Reimbursement may be requested by submitting a Travel Expense Voucher, with a copy of

the credit card statement prior to travel. Upon return, submit a new Travel Expense Voucher, cross-reference the first Travel Voucher number and deduct the deposit from the final expenses.

2. The deposit may be paid for by submitting a Voucher to Accounting Services, made payable to the lodging establishment. An invoice or form of price verification should be attached and a brief justification should be included in the description area of the Voucher. This Voucher should be referenced on the employee's Travel Expense Voucher when submitting a request for the remainder of expenses upon returning.

If Accounting Services is to mail the check, the department should include, as an attachment with the Voucher, additional information that will indicate to the lodging establishment the name of the person for whom the payment is made. If the department will be mailing the check with an attachment, they should clearly indicate on the Voucher (upper right-hand section) that the check is to be held.

3. Upon prior approval from Accounting Services, the deposit may be direct billed to the University. To request approval, submit a memo to Accounting Services. The memo should include the following:
 - a. A brief explanation of the hotel's deposit requirement,
 - b. The hotel's name, address, phone number and contact person,
 - c. The employee(s) name for the room reservation,
 - d. The reservation confirmation number (if one), and
 - e. Fund - Department to be charged

Upon approval, Accounting Services will contact the hotel directly to provide the credit card number for the deposit. When completed, Accounting Services will notify the employee department and provide a confirmation number (if applicable). Accounting Services will charge the departmental fund via a voucher.

Due to the recent energy crisis, some lodging establishments have begun to charge an energy fee. This energy fee may or may not be a mandatory charge, depending on the lodging establishment's policy. The University will reimburse employees for mandatory energy fees. If you encounter a lodging establishment that assesses this fee, please inquire as to whether it is a mandatory energy fee. If it is a mandatory energy fee, please make a notation on the invoice from the lodging establishment when submitting it with your completed Travel Expense Voucher for reimbursement.

If you have any questions, please contact Bonnie, Accounting Services at #7-2966.

Individuals requesting reimbursement for lodging expenses should complete the appropriate columns of the Travel Expense Voucher. The following accounts should be used:

- 521015 In-State Lodging
- 521075 Out-of-State Lodging
- 521061 International Lodging

Please refer to the information above with regards to lodging shared by two employees or lodging charges not eligible for reimbursement.

VIII. Hotel/Other Travel Cancellations

POLICY

In the event that it is necessary to cancel or amend travel arrangements, the fee (hotel cancellation fee, no-show fee, airline ticket rebooking/cancellation fee, registration fee, etc.) is reimbursable to the employee if the cancellation is due to a **justifiable business-related reason or a personal emergency**. The reason for cancellation must be noted on the Travel Expense Voucher.

When the employee makes the travel arrangements, the cancellation policy should be requested so that cancellations can be made in a timely manner to avoid any fee. Paper airline tickets that have been canceled should also be returned to Accounting Services for cancellation processing.

IX. Meal Reimbursements

POLICY

[NDCC Chapter 44-08-04 \(http://www.legis.nd.gov/cencode/t44c08.pdf\)](http://www.legis.nd.gov/cencode/t44c08.pdf) provides for reimbursement for employee expenses for meals **while an employee is away from his/her normal working and living residence for four hours or overnight**.

If meals are included as part of a registration fee for a conference, seminar or other meeting, the employee should be reimbursed for the entire registration fee, if paid by the employee. However, the employee cannot claim reimbursement for the applicable meal allowance for that quarter. An employee should be reimbursed for meals paid by the employee while attending a meeting at the request of, or on behalf of, the University. **Receipts are not required for meal reimbursement.**

Any employee that lives out of state and comes to Grand Forks should be reimbursed for meals and lodging using the ND in-state rates.

Per Diem for travel may be reimbursed according to the following:

- **First quarter** shall be from 6:00 am to 12:00 pm (noon). No reimbursement may be made if travel begins on or after 7:00 am.
- **Second quarter** shall be from 12:00 pm (noon) to 6:00 pm. No reimbursement will be made for this quarter if travel begins on or after 1:00 pm or ends prior to 12:00 pm (noon).
- **Third quarter** shall be from 6:00 pm to 12:00 am (midnight). No reimbursement will be made for this quarter if travel begins on or after 7:00 pm or ends prior to 6:00 pm.
- **Fourth quarter** shall be from 12:00 am (midnight) to 6:00 am. (This quarter pertains to claiming lodging expenses.)

In-State – The maximum in-state meal expense allowance for each quarter of any twenty-four hour period is \$30 (effective August 1, 2011), broken down as follows:

First Quarter	6:00 am – Noon	\$6.00	20 %
Second Quarter	Noon – 6:00 pm	\$9.00	30%
Third Quarter	6:00 pm – Midnight	\$15.00	50%

Out-of-state – The maximum expense allowed for out-of-state travel for each quarter of any twenty-four hour period is established by the United States General Services Administration (GSA). This information may be obtained from the [GSA Domestic Per Diem Rates](#)

<http://www.gsa.gov/portal/category/21287>) (USA travel) (use the **M&IE RATE** column). **The rate for any city or county not listed is \$46 per day.**

X. Meal Reimbursement Links

<p>For ALL Domestic Continental USA Travel Use GSA Domestic Per Diem Rates http://www.gsa.gov/portal/category/21287 (use the M&IE RATE column)</p>
<p>For Alaska and Hawaii Travel Use http://www.defensetravel.dod.mil/perdiem/perdiemrates.html (Use the Outside Con US, Overseas and Foreign column, Select a State, click the Execute button. Use the Local Meals Rate column ONLY) DO NOT use this link for Domestic Meal Allowances</p>
<p>For International Travel Use http://www.defensetravel.dod.mil/perdiem/perdiemrates.html (Use the Outside Con US, Overseas and Foreign column, Select a Country, click the Execute button. Use the Local Meals Rate column ONLY) DO NOT use this link for Domestic Meal Allowances</p>

The breakdown by quarter is as follows based on the GSA rate:

GSA Rate	20% of GSA Daily Rate	30% of GSA Daily Rate	50% of GSA Daily Rate
\$46/day	\$9.20	\$13.80	\$23.00
\$51/day	\$10.20	\$15.30	\$25.50
\$56/day	\$11.20	\$16.80	\$28.00
\$61/day	\$12.20	\$18.30	\$30.50
\$66/day	\$13.20	\$19.80	\$33.00
\$71/day	\$14.20	\$21.30	\$35.50

All meals are not taxable if there is an overnight stay. Receipts are not required for meal reimbursement.

Meal allowances outside of the continental United States – Those persons engaged in travel outside of the continental United States shall be reimbursed for meals as follows:

The allowance for meals in non-continental United States and overseas non-foreign areas, including Alaska, Hawaii, and Guam, is equal to the per diem meals rate in the city of which a claim is made on that day as established by rule for federal employees established by the United States Per Diem Committee.

The allowance for meals outside the United States is equal to the per diem meals rate in the city for which a claim is made on that day as established by rule for federal employees established by the United States Department of State.

To find the applicable meal rates outside the contiguous 48 states, use the following website: <http://www.defensetravel.dod.mil/perdiem/perdiemrates.html> and use the column titled "Local Meals Rate".

The current standard rate for the continental United States is \$46.00.

If an employee's normal work location is outside of North Dakota and he or she does some traveling for business within his or her state, the employee should receive the GSA rate for that location.

Taxable Meal Reimbursements – As per Internal Revenue Code regulations concerning employee business expenses, the following will apply for meal expenses:

Meal reimbursements, during travel that does NOT require sleep or rest (non-overnight travel), are included in taxable gross income, subject to withholding, and must be reported on Form W-2. Any in-state meal reimbursements, which are regarded as non-overnight travel, will be treated as gross wages to the employee for tax purposes. Also, non-overnight meal expenses are not deductible for individual income tax purposes.

PROCEDURES

Individuals wishing to receive reimbursement for meals should complete the Travel Expense Voucher. **Please note that departure and arrival times should be indicated on the voucher.** Individuals completing the Travel Expense Vouchers should separate meal reimbursements into one or more of the following categories:

Account	Category
521035	In-State Meals Taxable (for a non-overnight stay)
521020	In-State Meals Non-taxable
521035	Out-of-State Meals Taxable (for a non-overnight stay)
521080	Out-of-State Meals Non-taxable
521062	International Meals

Separate columns are available for these expenses on the Travel Expense Voucher, and the proper columns should be completed on the form for each category.

XI. Miscellaneous Expenses

POLICY

All receipts, along with a description of the related expense incurred, should be included with the Travel Expense Voucher. In addition, the Certificate for Missing Receipt/Invoice form is required for lost or unobtainable receipts in excess of \$10.00

PROCEDURES

The following are examples of expenses that will be reimbursed when individuals are traveling on **UND business only**. Please note that these expenses should also be incurred **for business purposes only**, and such a notation should be made on the Travel Expense Voucher.

- Data hookup charges
- Internet
- Copies – the copies should be coded to Account 542030

- **Mandatory** bellman/maid charges
- Passport fees/Visa Fees (521065)
- Currency exchange fees – These fees will only be reimbursed for the amount related to cash used to pay actual business expenses. For example, if an individual exchanges \$1,000 and is charged a \$20 exchange fee but only uses \$500 for business related expenses, then only \$10 of the exchange fee would be reimbursable.
- Laundry charges – Laundry charges may be reimbursable for limited circumstances, which may include international travel or extended travel. Requests for laundry expense reimbursement will be approved on a case-by-case basis. If possible, departments/ employees should obtain prior approval from Accounting Services. Departments/ Employees are encouraged to check with the lodging facility on whether an in-house laundry facility (coin-operated washers/dryers) is available for customer use.
- Fax
- Immunizations that are required or have been recommended by a physician, provided that the employee provides written documentation from the physician indicating the specific immunizations that are required/recommended for the business-related travel. Code to Account 521065.
- Tribal Development Fees on lodging at Casinos (this is not a tax)

Other incidental expenses that are unexpected and of a minimal dollar amount.

- Metered Mail – account 541030
- Shipping – account 621150

Certain expenses are **non-reimbursable**. The following are examples of such expenses:

- Alcoholic beverages
- Entertainment
- Late check-out and room guarantee charges
- Parking tickets or other traffic tickets
- Tips
- NVRLST (Car Rental Navigational Systems)/GPS (Global Position System)
- Spouse/Traveling companion(s) expenses
- Travel insurance/Trip Protection
- First Class/Business Class Airfare

Cancellation charges will not be reimbursed unless the reason for the cancellation is business related or if due to a personal emergency and this is so indicated on the Travel Expense Voucher.

PROCEDURES

Receipts for the above miscellaneous expenses should be submitted with the Travel Expense Voucher to the Accounting Services Office. These expenses should be recorded in the Other Transportation and Miscellaneous Expenses (521065) column of the voucher.

XII. Parking Fees

POLICY

Parking fees may be claimed with a receipt for personal, state and rental vehicles at airports, hotels/motels and other parking establishments while on University business.

PROCEDURES

The original receipts for reimbursement of parking fees should be submitted along with the Travel Expense Voucher to the Accounting Services Office. These expenses should be recorded in the Other Transportation and Miscellaneous Expenses (521065) column of the voucher.

XIII. Payroll Taxes for Taxable Travel Reimbursements

POLICY

The amount and type of reimbursable travel expenses that are taxable are governed by the Internal Revenue Code. Following that reimbursement, the taxable amounts will be transferred to the next payroll period to include in the employee's gross wages for that pay period.

The taxable amounts will then be included in the computation of the payroll where the proper payroll deductions will be calculated for federal and state income and social security tax. Thus, the applicable taxes will be deducted from the employee's first paycheck after the travel reimbursement. Generally, travel reimbursements received in the week prior to payday will be carried over to the next payroll. Also, it is possible that travel reimbursements for a nine-month employee may be carried over to the September payroll period for the deduction of taxes. This will result in higher payroll tax deductions after certain travel reimbursements. Employees are cautioned to watch for irregular paycheck deduction amounts and irregular reduced net pay amounts.

The employee's W-2 will reflect the taxable meal reimbursements, which are included in taxable wages; and the taxes withheld on the meal reimbursements, which are included in the taxes withheld. In addition, the nontaxable reimbursements are reported in a separate box on the W-2.

Employer Matching of Taxes: Since taxable meal reimbursements are subject to social security taxes, the University is required to pay the usual employer matching on the taxable "wages". The amounts required to be paid as matching will be charged to the fund(s) used on the Travel Expense Voucher for payments of the meals. If an appropriated fund is used for the meals, the regular fringe benefit matching account will be used.

Personal Care Assistants: [Visit the Affirmative Action website for more information regarding Personal Care Assistants \(http://und.edu/dept/aao/personalcaretravel.htm\).](http://und.edu/dept/aao/personalcaretravel.htm)

XIV. Personal Vehicle Mileage

POLICY

[NDCC 54-06-09 \(http://www.legis.nd.gov/cencode/t54c06.pdf\)](http://www.legis.nd.gov/cencode/t54c06.pdf) states, "An official, deputy assistant, clerk, or other employee, when required to travel by motor vehicle or truck in the performance of official duty, shall use a state-owned vehicle whenever possible unless exempted under section 24-02-03.3. However, an agency, institution, department, board, bureau, or commission may allow use

of an official's, deputy's or employee's personal motor vehicle in circumstances authorized by the official, deputy, or the employee's supervisor. If personal motor vehicle use is authorized under this subsection, the agency may also allow mileage reimbursement at a rate less than that otherwise provided in the section. When official travel is by motor vehicle or airplane owned by the state or by any department or political subdivision of the state, no allowance may be made or paid for such mileage, except that governmental entities may share expenses when officials or employees of those entities travel in the same motor vehicle or aircraft."

State Fleet General Policy

State Fleet Services has a very large monetary investment in licensed motor vehicles. State agency/institution use is important to maintain a low-cost, viable fleet. Low costs depend on high use. State agencies/institutions are encouraged to use fleet vehicles rather than personally owned vehicles. This should result in the lowest state transportation costs per mile/hour possible for the citizens of the state.

Personal Vehicle Reimbursement

Effective for travel on or after January 1, 2011, reimbursement for mileage for use of personal vehicles within the state is allowed as follows:

- *the lesser of* the Privately Owned Vehicle (POV) Mileage Reimbursement Rate established by the U.S. General Services Administration (GSA) for an automobile if no Government Owned Vehicle is available, **OR**
- the standard mileage rate allowed by the Internal Revenue Service.

As an example: On January 1, 2011, the GSA website showed \$0.55 per mile and the IRS showed a rate of \$0.51 per mile, therefore, the allowable mileage rate would be \$0.51 per mile. By law, the GSA mileage rate cannot exceed the IRS mileage rate, but the GSA does not update their website until later in the year. Previous mileage rates/periods are published on their website. Use the rate applicable to when the travel occurred.

Out-of-State: Effective for travel on or after July 1, 2009, the in-state mileage reimbursement rate will be paid to any location 300 miles beyond the borders of the state (including all North Dakota miles traveled) and \$0.18 per mile for the remaining distance.

Click here (<http://und.edu/dept/accounts/documents/MileageAreaMap300NDBorder.doc>) for mileage map showing distances allowed.

Effective for travel **on or after January 1, 2007**, the personal vehicle mileage reimbursement policy has been revised, as stated below

Employees must obtain approval from their supervisor to use a personal vehicle and not a State Fleet vehicle. **The employee's supervisor must sign the Travel Expense Voucher when the employee is claiming personal vehicle mileage, indicating that approval for use of a personal vehicle was obtained.**

Previous policy provided for a reduced rate per mile for personal vehicle mileage unless the employee received either approval in advance (for medical-related reasons) from Accounting

Services or a statement from the Transportation Department indicating that a state fleet vehicle was not available. These will no longer be required. Instead, approval in advance will be required from the employee's supervisor.

Departments are encouraged to develop their own internal procedures for supervisors authorizing the use of a personal vehicle (instead of a state fleet vehicle) for business-related travel. Some examples might include:

- Departments may develop their own form to be used to request the use of a personal vehicle for business-related travel. This form could be used for each trip or could be used for a specific time period of travel. (example: for an entire fiscal year)
- Departments may use the email system (employees request by email; supervisor approves by email). This email process could be used for each trip or could be used for a specific time period of travel (example: for an entire fiscal year).

It is **NOT** necessary to submit these approvals to Accounting Services. Instead, the supervisor (or their designate) will be required to sign the Travel Expense Voucher in the signature area authorizing personal vehicle mileage reimbursement. This section has been added to the Travel Expense voucher. This signature indicates that supervisor approval was obtained.

The employee's supervisor must be the one that actually authorizes personal vehicle mileage reimbursement prior to travel (according to the procedures that are established by the individual department), but the actual signature indicating that this approval has been obtained, which is required on the Travel Expense Voucher, may be delegated. Departments are responsible for ensuring that the signature indicating approval for personal vehicle mileage reimbursement on the Travel Expense Voucher is either the supervisor's or their designate.

There are several reasons that employees should choose a State Fleet vehicle:

- **Supervisor Approval Required for Use of Personal Vehicle:** When State employees are traveling on State business, the North Dakota Century Code (54-06-09 and 24-02-03.3) requires all State employees to use a North Dakota State Fleet vehicle when available. Any exceptions to this requirement must be for circumstances approved by the employee's supervisor. Department Heads should establish an approval process for their department. The employee's supervisor **MUST** sign the Travel Expense Voucher when the employee is claiming personal vehicle mileage, indicating that approval for use of a personal vehicle was obtained. An additional supervisor signature area has been added to the Travel Expense Voucher. **Please obtain a copy of the revised Travel Expense Voucher from the Accounting Services website.**
- **Cost Savings:** Check the [Transportation website \(http://und.edu/finance-operations/transportation/\)](http://und.edu/finance-operations/transportation/) for the current rates for a standard 4-door sedan. Because of these low rates, it is generally more cost-effective for departments to utilize State Fleet vehicles.
- **Liability Insurance:** If a State Fleet vehicle is used, insurance is provided through the State Risk Management Fund. If an employee is involved in a motor vehicle accident while on business-related travel in their personal vehicle, their personal insurance will have to cover any claims/costs. The vehicle owner would be responsible for any deductibles and rate increases that result. Specific insurance related questions can be directed to Jason Uhlir at jason.uhlir@email.und.edu or by phone at 7-3341.

Employees incurring a significant amount of personal vehicle mileage for UND business travel should contact the Transportation Department as to whether they are able to obtain a state fleet vehicle dedicated for their use.

Mileage allowances are assumed to be the total operating costs for vehicles and no additional amounts will be paid for such items as traffic tickets, toll fees, automobile repairs, fuel charges or any other normal recurring automobile expenses.

Parking fees may be claimed with a receipt for personal vehicles at airports, hotels/motels, and other parking establishments while on University business.

Reimbursement may be claimed at the appropriate rate listed in the Mileage Reimbursement Rate table below. If a personal vehicle is used in lieu of airfare for the employee's convenience, meals, motel, and miscellaneous expenses will be allowed for a maximum of one day each way. The total reimbursement for mileage, lodging, meals, and miscellaneous cannot exceed the airfare and taxi expenses that would have been charged had they traveled by air. If travel out of state is by truck, the use of which is required by the department, the reimbursable rate is \$0.375 per mile. The employee should include a brief justification for the use of a truck on the Travel Expense Voucher.

Personal vehicles are **not** covered by University insurance. The traveler is responsible to insure a personal vehicle used for University business.

Travel funded under externally sponsored agreements (grants, contracts, and other awards) is often subject to additional regulations of the sponsoring organization(s). **Departments should contact Grants and Contracts Administration for any questions regarding travel on sponsored agreements (funds 40000-49999).**

XV. Vicinity Mileage

Necessary travel by employees in their city of employment will be reimbursed at a rate not to exceed the current in-state rate, listed below, as established by [NDCC 54-06-09](http://www.legis.nd.gov/cencode/t54c06.pdf) (<http://www.legis.nd.gov/cencode/t54c06.pdf>). A brief justification for vicinity mileage should be noted on the Travel Expense Voucher.

Off-Campus Mileage: Mileage to/from an employee's normal work location from/to the employee's living residence is not reimbursable. Mileage from a normal work station to a conference or meeting held in the city of employment is reimbursable, if an employee actually reports to work prior to attendance at the meeting. However, mileage for travel from an employee's residence directly to the conference/meeting site is not reimbursable, since it is considered normal commuting travel. Please note that reimbursement for fuel charges will **not be** made when mileage is claimed.

On-Campus Mileage: Departments are encouraged to use one of the on-campus transportation mechanisms for on-campus travel. These include the use of the UND shuttle bus, UND Mailing Services for delivery services, or state vehicles. Personal vehicles should only be used when it is not feasible to use one of these other modes of transportation. Please note that reimbursement for fuel charges will **not be** made when mileage is claimed.

MILEAGE REIMBURSEMENT RATES

In-State	IRS rate
Out-of-State	Receive IRS rate for first 300 miles outside the North Dakota border and \$0.18 for the remaining distance ¹
International (example, Canada)	IRS rate (account 521063)
Travel by truck, out-of-state (use must be required by department). Justification should be noted on the Travel Expense Voucher.	\$0.375 per mile
State employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding at least thirty days.	IRS rate (account 521090)
Personal car to airport and return (includes Fargo and Grand Forks)	IRS rate (account 521030)

¹ Prior to July 1, 2009, rate was \$0.18 per mile for entire trip

If you have any questions, please contact Bonnie in Accounting Services at 777-2966.

PROCEDURES

Mileage expenses are to be claimed using the Travel Expense Voucher. Out-of-state vehicle mileage should be recorded in the account 521090-Vehicle Miles column in the Out-of-State Travel section of the voucher. In-state mileage should be recorded under the account 521030-Vehicle Miles column in the In-State Travel section of the voucher. The signature of supervisor is required showing approval for the use of personal vehicle.

XVI. Registration Fees

POLICY

Registration fees in excess of \$25.00 may be paid in advance to bona fide conferences and seminars by using a voucher. Such fees should not include lodging. Registration fees of \$25.00 or less should be paid by the employee and reimbursed on the Travel Expense Voucher. [NDCC Chapter 44-08-04 \(http://www.legis.nd.gov/cencode/t44c08.pdf\)](http://www.legis.nd.gov/cencode/t44c08.pdf) states that when meals are included in the registration fee, the employee should not claim reimbursement for any of the meals included in the fee.

PROCEDURES

Registration fees greater than \$25.00 should be submitted via a Voucher form along with the original, completed registration form and a copy of the form for retention purposes. Registration fees of \$25.00 or less should be paid by the employee and reimbursed on a Travel Expense Voucher. The original receipt should be included. The fees will be coded to account 521005 (Registration). If meals are included in the registration fee, the applicable quarter allowance **cannot be** claimed for that meal.

XVII. Telephone Expenses

POLICY

Employees may be reimbursed for telephone calls to their **city of residence**, while in travel status, subject to the following provisions and limitation:

1. Reimbursement will be limited to one call per day up to a maximum of:
 - \$5 per day for calls within the continental U.S.
 - \$10 per day for calls made from Canada, Alaska, Hawaii, or Puerto Rico
 - \$20 per day for international calls, including Mexico
2. Allowance for calls not made on one day cannot be carried forward and used on another day.
3. An overnight stay is required to claim this expense. A claim for reimbursement may only be made when an employee can claim the fourth quarter.
4. A claim for this expense may not be made for "free minutes" used on a personal cellular phone.
5. Emergency phone calls will be considered on an individual case-by-case basis.
6. Business calls reimbursed at actual amount with justification. In order to claim this expense, the charge should appear on the receipt submitted for lodging, or on a separate receipt.

PROCEDURES

Telephone expense charges should be recorded under the column of Other Transportation and Miscellaneous Expenses (account 521065) on the Travel Expense Voucher. Departments should submit the Travel Expense Voucher, along with receipts for all expenses claimed, to the Accounting Services Office. As mentioned above, any telephone charges should appear on the receipt submitted for lodging or on a separate receipt.

XVIII. Travel Advances

POLICY

[SBHE Policy 706.3](http://ndus.edu/makers/procedures/sbhe/default.asp?PID=43&SID=8) (<http://ndus.edu/makers/procedures/sbhe/default.asp?PID=43&SID=8>) and [NDCC Section 44-08-04.2](http://www.legis.nd.gov/cencode/t44c08.pdf) (<http://www.legis.nd.gov/cencode/t44c08.pdf>) govern travel advances.

The University shall advance to a University official or employee, at the request of the agency head, funds to be used for payment of meal and lodging expenses incurred while the official or employee is traveling on official business of the University, provided that such travel is planned to be in excess of five days per month, whether or not consecutive, and provided that the funds advanced do not exceed eighty percent of estimated expenses for the period.

PROCEDURES

All requests for travel advances should be coordinated through the Accounting Services Office. All other options should be considered prior to requesting a travel advance. For instance, request approval from Accounting Services to direct bill lodging expense, etc. Please note that the above criteria should be followed in order to request an advance.

XIX. Travel Bonus Award Programs

POLICY

It is common practice in the travel industry to provide incentives to purchase travel arrangements (airfare, lodging, etc.) from some travel agencies. These incentives are offered to the employee to be

used personally. As an agency of the State of North Dakota, NDCC and the State Board of Higher Education Policy **prohibits** transactions that would provide for an employee to personally benefit from such a transaction. Under these travel award programs, the person making the travel arrangements would be entering into a contract in his or her official capacity and would have a personal interest in that contract from the receipt of various travel incentives. This is applicable for all University business travel, whether the travel was purchased with or without using the UND Direct Billing Process.

PROCEDURES

If an employee has accrued travel incentives with the travel agencies, those accrued incentives should no longer be used personally by the employee and the incentive program should be terminated.