Employee Travel

University of North Dakota
Grand Forks, ND
Prior to Travel

- Plan your trip
  - Should I book with a travel agent?
  - How will I pay for the travel?
  - Am I combining with personal travel?
    - If so – obtain comparison pricing at time of booking
  - What is the per diem rate of my city of lodging?
    - Meals included in a conference registration cannot be a separate reimbursement
  - What other expenses will be reimbursed?
  - Contact your Grants officer if funded by a grant
Travel “helps”

Review our “How to process” for step by step instructions

We also have helpful items in our quick links section on our employee travel webpage
Travel “helps”

<table>
<thead>
<tr>
<th>SUMMARY TABLE OF ALLOWABLE TRAVEL EXPENSES (for employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expense</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>Airfare / Rail Transportation</strong></td>
</tr>
</tbody>
</table>
| Ticket Cost | Yes (limited to economy class only) | Yes | Yes | The following must be provided:  
- Itinerary confirmation from the airline/railroad showing departure/arrival locations and dates, class, and amount paid.  
- Airline or rail ticket (paper) - extra charge for paper ticket is not reimbursable  
- Business purpose of the trip must be documented  |
| Change Fees | Yes | Yes | Yes | Change of ticket must be made for justifiable business reason or personal emergency.  |
| Baggage | Yes (first piece) | Yes | Yes | Reimbursement for additional pieces must have proper justification.  |
| Seat Assignment | No | | | Seat assignment fee is considered a personal preference and is not reimbursed by UND  |
| Mileage - Personal Aircraft | Yes (with limits) | Yes | | Reimbursement is at 1 1/4 times the POV mileage rate per actual air mile and total reimbursement may not exceed cost of regular coach fare on a commercial flight.  
Reimbursement may not exceed cost of regular coach fare on a commercial flight.  |
| Chartered Flight | Yes (with limits) | Yes | | |
| **Lodging** | | | | |
| Room Charges - In State | Yes | Yes | | Limited to 90% of GSA Rate for ND (see ND Lodging Per Diem table for exact rates). Original itemized Receipt is needed. Please note exception for room sharing in detailed policy.  |
| Room Charges - Out of State | Yes | Yes | | Original Itemized Receipt is needed. Please note exception for room sharing in detailed policy.  |
| Lodging for Spouse/Companion | No | | | Spouse or traveling companion expenses are not eligible for reimbursement.  |
Eligible Travel Expenses

- Airfare/Amtrak Tickets
- Lodging
- Meals
- Rental Car/Mileage/State fleet
- Mileage to airport
- Miscellaneous (including but not limited to)
  - Conference registration (now acct code 611020)
  - Taxi (including tip if documented on receipt)
  - Copies
  - Internet
Eligible Travel Expenses

Airline/Amtrak

- **Cost of ticket** (economy class only)
  - The following must be provided:
    - Detailed Itinerary confirmation from the airline/railroad showing departure/arrival locations and dates, class, and amount paid.
    - Documentation of business purpose is required for P-card purchase along with the invoice/itinerary

- **First checked bag** (add’l bags require justification)

- **Change fee** — allowed with business purpose or personal emergency justification
Eligible Travel Expenses

Airline/Amtrak

- Expenses that will not be reimbursed
  - Economy plus/business/first class upgrade
  - Additional checked baggage (without justification)
    - Only first check bag is reimbursed
  - Seat selection charges (without justification)
  - Trip protection/Airline insurance (without justification)
Eligible Travel Expenses

Airline/Amtrak

• Other reminders
  • Breakdown of expenses is needed (expedia, travelocity, etc., package deals-airfare, hotel, rental car)
  • Spouse/companion ticket cannot be reimbursed
  • Check current mileage rates for private/personal aircraft (per NDCC 54-06-09 – 1 ½ times Privately Owned Vehicle mileage - $0.535*1.5=$0.80/mile)
  • Non-refundable cancelled tickets are valid for one year (subject to a rate change and penalty amounts at time of new booking)
Lodging

• Original itemized receipt required

• Outside the state of ND
  • Actual cost of lodging (single room rate)
    • Expenses for spouse/companion not allowed

• Within the state of ND
  • 90% of GSA (General Services Administration) rate
Eligible Travel Expenses

Meals

- Must be away from work for at least four hours
- Taxable if there is NOT an overnight stay
- **Meals included in a registration cannot be claimed**
- Paid based on published per diem of GSA
  - Receipts not required
  - After first day, based on location of previous nights lodging
- Departure and arrival times required for quarter eligibility determination
  - See next slide

4/25/2017
Eligible Travel Expenses

Meals

First Quarter
6:00 a.m. to 11:59 a.m.
• Travel must begin before 7:00 a.m.

Second Quarter
12:00 noon to 5:59 p.m.
• Travel must begin before noon
• If travel is completed before noon, no reimbursement

Third Quarter
6:00 p.m. to 11:59 p.m.
• Travel must begin before 6:00 p.m.
• If travel is completed before 6:00 p.m., no reimbursement

Fourth Quarter — 12:00 a.m. (midnight) to 5:59 a.m.
Pertains to lodging expenses only
In-state Travel

Travel reimbursement rates based on the per diem rates determined by ND state legislature

(NOT the same rates published by GSA)

Rates are listed at the top of our Employee travel webpage

Employee Travel

IN STATE RATES

Meals - $35 per day
Mileage - $.535/mile as of (01/01/2017)
Lodging - $81.90+tax (standard) as of (10/01/2016) For Western ND cities/areas see the table in quick links
In-state Travel

• Lodging
  • 90% of GSA (General Services Administration) rate
  • Currently $81.90+tax
  • Western ND
    • Dickinson/Beulah (Stark, Mercer, Billings) - $96.30 + tax
    • Minot (Ward) – Now Standard rate $81.90 + tax
    • Williston (Williams, Mountrail, McKenzie) - $110.70 + tax
  • Detailed receipt required

4/25/2017
In-state Travel

• **Meals** - $35/day
  (no receipts necessary)
  • Breakfast (20%) $7.00
  • Lunch (30%) $10.50
  • Dinner (50%) $17.50

• Quarter breakdown is the same as shown on previous slide

4/25/2017
In-state Travel

• **Mileage**
  • $0.535/mile
  • State fleet vehicle should be used
  • Supervisor approval is required for use of personal vehicle *(supervisor must sign travel voucher)*
  • Renting a car in ND is not an allowable expense – use state fleet

• **Approval for renting a vehicle in-state for state business must have PRIOR approval by the State Fleet Director.**
  • Send an email to Robin Rehborg, State Fleet Director at *rrehborg@nd.gov*
    • Name, Department, and phone number.
    • Date rental required.
    • Document why you will not be using a State Fleet Vehicle.
  • Attach approval when claiming the travel reimbursement.
Out of State Travel

• Lodging
  • Actual amount of lodging – detailed receipt required

• Meals
  • GSA published per diem rates
  • Meal & Inc. Exp. Column
  • Quarter breakdowns as previously discussed
  • After first day, based on location of previous nights lodging

• Mileage
  • In-state rate ($0.535/mile) within 300 miles of ND border
  • $0.18 for the remaining distance
Out of State Travel

Shaded area is 300 miles from the North Dakota Border. Any location included in this area is allowed the North Dakota state rate for mileage, effective 8/1/2009. Provided by the Department of Geology and Geological Engineering Geovisualization Laboratory - Lance D. Yarbrough, PhD, PE
International Travel

• Lodging
  • Actual amount of lodging – detailed receipt required

• Meals
  • Defense Travel Mgmt Office published per diem rates
    • (Local meals + Local Incidental)
  • Quarter breakdowns as previously discussed

• Convert to U.S. dollars
  • Use the date of the transaction

4/25/2017
The Paperwork

• Airline/Amtrak charges on the P-card

The Business purpose must be documented

• Airline/Amtrak Ticket Detail form
• Notes section of PaymentNet
• Documented directly on the itinerary
The Paperwork

• We encourage one travel voucher per trip
• Submit paperwork within 60 days of completion of travel
• Original receipts should be attached to the travel voucher
  • If a receipt is not available, complete and attach a Certificate of Missing Receipt form
  • Tape small receipts to a sheet of paper
The Paperwork

- To obtain your reimbursement of travel expenses, complete a travel voucher.
- Call Payment Services for a travel voucher number.

4/25/2017
The Paperwork

- Complete the entire "header" section
  - Name should match emplid
  - Don’t forget leading zeros in the emplid
  - Document the business purpose of your travel
### The Paperwork

**Fill in the details**
- Record the dates of travel
- Document the lodging destination(s)
- Complete departure and arrival times (first & last day of travel)
- Use correct columns (in-state vs out-of-state)
  - International is out of state BUT has different account codes
    - 521060 – Int’l Air Transportation
    - 521061 – Int’l Lodging
    - 521062 – Int’l Meals
    - 521064 – Int’l other misc travel

**Table:**

<table>
<thead>
<tr>
<th>DATE (MO/DAY)</th>
<th>POINTS COVERED BY TRAVEL</th>
<th>DEPARTURE AND RETURN TIME</th>
<th>MEALS</th>
<th>MEALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31</td>
<td>GF to Washington DC</td>
<td>5:00AM</td>
<td>Personal</td>
<td>Taxable</td>
</tr>
<tr>
<td>1/1</td>
<td>Washington DC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2</td>
<td>Washington DC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/3</td>
<td>Washington DC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/4</td>
<td>Washington DC to GF</td>
<td>1:00PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**4/25/2017**

[UNIVERSITY OF NORTH DAKOTA]
The Paperwork

• Expenses from the miscellaneous column should be detailed

• Complete chart-field details.
  • Totals should match unless less dollars are authorized than are spent
The Paperwork

- **Staple** all paperwork together
- Sign the voucher
- Obtain necessary approval(s)
- Changes/corrections should be initialed
- Understand what you are signing

**Personal vehicle mileage claimed has been approved by employee’s supervisor**

**Supervisor’s Signature and Date in Ink**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**APPROVALS**

I hereby certify this itemized statement representing a claim for per diem, mileage and/or travel expenses or combination thereof is truthful and accurate. All expenses claimed have not been paid by the state through direct payments to the hotel or with a state credit card and is not a duplicate payment.

**Signature of Traveler and Date in Ink**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Departmental Approval**

**Signature and Date in Ink**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Additional Approval (if required)**

**Signature and Date in Ink**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Additional Information

- Risk Management – valuable resource
  - Travel outside the U.S
  - Rental car policy and guidelines


<table>
<thead>
<tr>
<th>Out of State Workers Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Outside of the United States-WC</td>
</tr>
<tr>
<td>Volunteers Workers Compensation Forms</td>
</tr>
<tr>
<td>Workforce Safety and Insurance</td>
</tr>
<tr>
<td>Field Trip Form and Instructions</td>
</tr>
<tr>
<td>Waivers</td>
</tr>
<tr>
<td>Car Rental Policy and Guidelines</td>
</tr>
</tbody>
</table>
Additional Information

Some Allowable Miscellaneous Expenses

- Internet access fees
- Copies-coded to Account 542030
- Mandatory bellman/maid charges
- Passport fees/Visa Fees coded to 521065
- Currency exchange fees (must be documented on cc statement)
- Immunizations – required or recommended by physician – attach written documentation – code 521065
- Tribal Development Fees - lodging at Casinos (this is not a tax)
- Parking Fees
  - Allowed with a receipt for personal, state and rental vehicles
Additional Information

Some Unallowable Miscellaneous Expenses

- Alcoholic beverages
- Entertainment
- Late check-out or no-shows (without justification)
- Parking tickets or other traffic tickets
- Spouse/traveling companion(s) expenses
- First Class/Business Class Airfare
- Cancellation charges are not reimbursed unless business related or personal emergency

4/25/2017
PeopleSoft Travel & Expense

New PeopleSoft (PS) Module

- Within PS Finance
- Expenses Workcenter
- Create/Edit Report
Header info includes:

- Business purpose (pick from dropdown list)
- Destination Location
- Report Description
PeopleSoft Travel & Expense

- Add a line for each expense incurred.
- Select from the expense type dropdown or click the expense type icon to select a group of expenses.
### PeopleSoft Travel & Expense

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>*Amount</th>
<th>*Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/14/2017</td>
<td>Lodging Out of State</td>
<td>Lodging at conference</td>
<td>Employee Paid</td>
<td>2,000.00</td>
<td>USD</td>
</tr>
<tr>
<td>04/14/2017</td>
<td>Meals Out of State</td>
<td>Lunch provided in registration</td>
<td>Employee Paid</td>
<td>64.00</td>
<td>USD</td>
</tr>
<tr>
<td>04/15/2017</td>
<td>Meals Out of State</td>
<td>Lunch provided</td>
<td>Employee Paid</td>
<td>44.80</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Accounting Details**

- **Billing Type**: General
- **Originating Location**: GRAND FORKS
- **Location**: LAS VEGAS
- **Number of Nights**: 3
- **Merchant**: Preferred

**Chartfields**

<table>
<thead>
<tr>
<th>Amount</th>
<th>GL Unit</th>
<th>Monetary Amount</th>
<th>Currency Code</th>
<th>Exchange Rate</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>PC Bus Unit</th>
<th>Proc</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000.00</td>
<td>UN001</td>
<td>2000.00 USD</td>
<td>1.000000000</td>
<td>521075</td>
<td>31400</td>
<td>3130</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Meal lines will include a start and stop time.
• Per diem is based on a full day. Any meals not being claimed will simply be deducted.
PeopleSoft Travel & Expense

- A report number is assigned once the report is saved
- Can save for later and return to complete
- Once complete, simply submit
PeopleSoft Travel & Expense

• Basic workflow will include:
  • Traveler (or delegate)
  • Supervisor
  • Department expense manager
  • College/Division expense manager (optional)
  • Pre-pay auditor (Payment Services)
PeopleSoft Travel & Expense

• Go Live date 07-01-17

• CTS (NDUS) will provide training
  • On site
  • Small groups
  • Prior to go live
Questions

THANKS FOR COMING!!