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DATE: January 26, 2012
TO: Vice Presidents, Deans, Chairs, and Department Managers
FROM: Sharon Loiland, Controller
RE: Meal Reimbursement and Lodging in Western North Dakota

MEAL REIMBURSEMENT

As a public institution, the University of North Dakota must demonstrate the prudent use of funds entrusted to it by its various constituencies. The general public, legislators, students, donors, and granted organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees.

The University is governed by North Dakota Century Code (NDCC) 44-08-04.1. In summary, this provision states meal per diem rates are reimbursed to employees based upon the quarters of travel. The quarters are 6 am to noon, noon to 6 pm, 6pm to midnight. It also states if a meal is included in a registration fee, the applicable quarter allowance cannot be claimed. UND is currently in the middle of a performance audit in which the state auditors have questioned meals included in a conference registration fee and meals claimed as per diem for the same timeframe. This is only allowable when the reason is documented on the travel expense voucher and the reason is approved.

UND travel procedures require each employee requesting meal per diem payments sign the travel expense voucher which states, *“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.”*

By signing (approving) the travel expense voucher, the traveler and department are stating the expense has not been reimbursed by another entity and the traveler has not claimed meal per diem for meals that were provided by the conference. If you are claiming to be reimbursed for a meal that was also paid at the time of the registration, it must be documented on the travel voucher and approved by Accounting Services. For approval, contact Accounting Services at 777-4131 or at und.accountingservices@email.und.edu.

LODGING IN WESTERN NORTH DAKOTA

UND is aware of the problem employees are having obtaining the in-state lodging rate in the North Dakota communities of Minot, Williston and Dickinson. If you are having problems, contact Accounting Services *prior to travel* at 777-4131 or at und.accountingservices@email.und.edu.

Related links are as follows:

<http://und.edu/finance-operations/files/docs/employee-travel.pdf>

<http://www.undfoundation.org/page.aspx?pid=1382>

<http://www.legis.nd.gov/cencode/t44c08.pdf>