University employees are to use a state-owned vehicle (State Fleet) for business travel whenever possible. The use of a vehicle other than State Fleet must be approved by the employee’s supervisor.

A UND department may pay a personal mileage rate less than the established rates (currently $.54/mile). If travel by motor vehicle exceeds any geographical point 300 miles beyond the borders of North Dakota, reimbursement is limited to $.18 cents per mile for miles driven beyond the 300 miles from the North Dakota border.

- Obtain a travel voucher reference number from Accounting Services (777-4131)
- Complete the Travel Expense Voucher (http://www.und.edu/dept/accounts/documents/TravelExpenseVoucher.xls) form found on the Accounting Services webpage. An example of a completed Travel Expense Voucher is also available (http://www.und.edu/dept/accounts/documents/TravelExpenseVoucherCNDEExample.xls)
- The business purpose of the travel must be documented.
- Traveler’s Signature is required (signature stamps are not allowed)
- Signature of an authorized signer or supervisor in the Department (traveler cannot approve his/her own travel)

Please contact your Grants and Contracts Officer before scheduling any travel to be paid for with Grant funds.