“How to Process …”

Travel- Employee – Air/Rail

Preferred method of payment for Air/Rail travel is using a University Purchasing Card (P-Card).

- Purchase the ticket charging your department’s P-Card
- Complete the Airline/Amtrak Ticket Detail form ([http://und.edu/finance-operations/purchasing/_files/docs/amtrak.pdf](http://und.edu/finance-operations/purchasing/_files/docs/amtrak.pdf)) and attach it to the Statement of Account for the P-Card charged with the expense.
- The business purpose of the travel must be documented.
- Attach the invoice itinerary to the Statement of Account for the P-Card charged with the expense

Air/Rail travel may also be processed as a reimbursement. The request for reimbursement must be submitted on a Travel Expense Voucher. (All travel expenses for one trip can be submitted on the same Travel Expense Voucher.)

- 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](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/TravelExpenseVoucherCNDExample.xls](http://www.und.edu/dept/accounts/documents/TravelExpenseVoucherCNDExample.xls))
- The business purpose of the travel must be documented.
- Traveler’s Signature (in ink) is required
- Signature (in ink) of an authorized signer or supervisor in the Department (traveler cannot approve his/her own travel)
- Attach the invoice itinerary for the travel showing form of payment

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