University of North Dakota
Accounting Services

“How to Process …”
Travel- Employee – Lodging

Lodging for employees may not be paid for on a University Purchasing Card (P-Card). Direct billing of lodging to the University is not allowed without written permission from Accounting Services.

Lodging in the state of North Dakota may not exceed 90% of the GSA reimbursement rate for ND plus applicable taxes. The GSA publishes various rates for different cities/counties within the state. Please check the GSA website to verify the allowed rate for the city/county you are lodging in [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287).

Lodging outside the state of North Dakota will be reimbursed at the actual rate of the lodging.

- 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.
- Attach the detailed lodging receipt to the Travel Expense Voucher (receipt should show that the lodging was paid in full)
- 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)

When traveling with another University employee and sharing a room.

- Employees must split the lodging expense evenly (ask the lodging establishment for a split bill), and equal reimbursement must be made to the employees incurring the expenses. Reimbursement for each employee may not be more than the State rate.
- If reimbursement for double occupancy is at the State rate, reimbursement must be made to one employee – the employee that paid the total expense.

The University does not reimburse any travel expenses for a spouse or traveling companion.

Please contact your Grant and Contracts Officer prior to scheduling any travel to be paid for with Grant funds.
In-state and out-of-state lodging reimbursement is governed by N.D.C.C. 44-08-04. Per NDUS procedure 806.1 number 11 “Payment or Reimbursement of Meals and Other Travel or Institutional Expenses”, the following exception for in-state lodging may be granted:

- In the unlikely situation an employee cannot find lodging at 90% of the GSA rate, a request for an exception to the in-state lodging rate may be requested. To obtain the exception, the following process needs to be followed:
  - Prior approval must be obtained from Accounting Services.
  - The request must document:
    - Name of the employee
    - City traveling to
    - Dates of lodging
    - Minimum of three lodging establishments names and local phone numbers (please indicate if traveling to a ND community that does not have three lodging facilities)
    - Rates quoted for dates of lodging (or if there were no rooms available)
  - This documentation must be attached to the travel reimbursement form.
  - Occasionally, additional documentation will be requested to ensure the most cost-effective rates possible were obtained.