Meal reimbursement is allowed if travel — away from the normal place of employment — is for four hours or more, or if overnight travel is required. Receipts are not required for meal reimbursements. UND reimburses employees while engaged in business travel based on per diem. Per diem rates are determined by quarters of a day.

<table>
<thead>
<tr>
<th>Quarter Time</th>
<th>Spanned by Quarter</th>
<th>In-State Per Diem</th>
<th>Out-of-State Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter</td>
<td>6:00 a.m. – 11:59 a.m.</td>
<td>$7.00</td>
<td>20 % of GSA rate</td>
</tr>
<tr>
<td>Second Quarter</td>
<td>12:00 p.m. – 5:59 p.m.</td>
<td>$10.50</td>
<td>30 % of GSA rate</td>
</tr>
<tr>
<td>Third Quarter</td>
<td>6:00 p.m. – 12:00 a.m.</td>
<td>$17.50</td>
<td>50 % of GSA rate</td>
</tr>
</tbody>
</table>

*GSA Links below

- 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 is required (signature stamps are not allowed)
- Signature of an authorized signer or supervisor in the Department (traveler cannot approve his/her own travel)

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

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

*Links to GSA rates:
  Continental U.S. (Use the M&IE Rate column only): [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)