“How to Process ...”

Travel- Employee – Other Expenses

Receipts are required for all miscellaneous business travel reimbursements except for taxi or cab fares of $10 or less. Miscellaneous reimbursements may include but are not limited to taxis, rental cars, parking fees, internet charges, copies, faxes, shipping, long distance phone calls, and postage.

Additional insurance for rental cars is NOT reimbursed. Contact UND Risk Management for more information related to vehicle liability on state-rented vehicles.

- 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/TravelExpenseVoucherCNDExample.xls)

- The business purpose of the travel must be documented

- Attach the detailed expense receipts to the travel voucher

- 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 Grant and Contracts Officer before scheduling any travel to be paid for with Grant funds.