Travel

POLICY STATEMENT

University of North Dakota follows established processes and guidelines for payment or reimbursement of travel and other institutional expenses associated with travel for employees, non-employees, and students. Payments and reimbursements to non-resident aliens are not included in this policy. Travel expenses on a grant or contract fund are allowable as a direct cost where such travel will provide a direct benefit to the project, and the costs are reasonable and consistent with UND's Travel Policy. Consult with a grants officer in Grants & Contracts Accounting to determine if a travel expense on a sponsored project is allowable.

REASON FOR POLICY

As a public institution, the University must demonstrate the prudent use of funds entrusted to it by its various constituencies. The general public, legislators, students, donors, and granted organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees. North Dakota State Board of Higher Education Policy 806.1 defers to North Dakota Century Code (54-06-09 and 44-08-04).

SCOPE OF POLICY

This policy applies to:
• Administrators
• Faculty
• Staff
• Students
• Others: Non-Employees and Visitors

RELATED INFORMATION

<table>
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<tr>
<th>Source</th>
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<tbody>
<tr>
<td>CDC - State and Territorial Health Department Websites</td>
<td><a href="https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html">https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html</a></td>
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<tr>
<td>GSA Per Diem Rates Look-Up</td>
<td><a href="http://www.gsa.gov/portal/category/100120">http://www.gsa.gov/portal/category/100120</a></td>
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<tr>
<td>GSA Privately Owned Vehicle Mileage Reimbursement Rates</td>
<td><a href="http://www.gsa.gov/portal/content/100715">http://www.gsa.gov/portal/content/100715</a></td>
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<tr>
<td>NDCC 24-02-03.3 – Central Management System for All State-Owned Licensed Motor Vehicles</td>
<td><a href="http://www.legis.nd.gov/cencode/t24c02.pdf">http://www.legis.nd.gov/cencode/t24c02.pdf</a></td>
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### Verification

| NDCC 44-08-04 – Prepayment of travel expenses of state officers and employees | http://www.legis.nd.gov/cencode/t44c08.pdf |
| NDCC 54-06-09 – Mileage and travel expense of state officers and employees | http://www.legis.nd.gov/cencode/t54c06.pdf |
| NDCC 54-06-09 – Mileage and Travel Expense of State Officers and Employees | http://www.legis.nd.gov/cencode/t54c06.pdf |
| NDCC 54-06-26 – Use of State Telephones by State Officials and Employees | http://www.legis.nd.gov/cencode/t54c06.pdf |
| SBHE Policy 806.1 – Payment or Reimbursement of Meals and other Travel or Institutional Expenses | https://ndusbpos.sharepoint.com/w:s/NDUSPoliciesandProcedures/ER8jOYJOrx5OhWaW2GNqz7UB0mNhpktrmpHFbKEh7Sg |
| SBHE Procedure 806.1 – Payment or Reimbursement of Meals and other Travel or Institutional Expenses | https://ndusbpos.sharepoint.com/w:s/NDUSPoliciesandProcedures/EOUzwCBy1EoJwi6pZhrMBo8kmRWBty0qho6J9pg5A |
| UND Equal Opportunity/Title IX – Personal Care Assistants | https://campus.UND.edu/equal-opportunity/ |
| UND Policy – Use of State, Leased and Rental Vehicles | https://UND.policystat.com/?lt=nEb9f5IPh4T42yu4MikV8w&next=%2Fpolicy%2F7715226%2Flatest%2F |

### CONTACTS

Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Department Email / Web Address</th>
</tr>
</thead>
</table>
| Policy Clarification | Procurement & Payment Services | (701) 777-2771 | UND.pps@UND.edu  
https://campus.UND.edu/finance/procurement-and-payment-services/index.html |
| Grants & Contracts Allowability | Grants & Contracts Accounting | (701) 777-4151 | UND.grantcontracts@UND.edu  
https://UND.edu/research/grants-and-funding/index.html |
| Jaggaer | Procurement & Payment Services | (701) 777-2771 | UND.pps@UND.edu  
https://campus.UND.edu/finance/procurement-and-payment-services/index.html |
| Non-Employee/Student Travel Expense Worksheet | Procurement & Payment Services | (701) 777-2771 | UND.pps@UND.edu  
https://campus.UND.edu/finance/procurement-and-payment-services/index.html |
DEFINITIONS

GSA
General Services Administration – GSA oversees the business of the U.S. federal government. Its policies covering travel, property and management practices promote efficient government operations.

Internal Revenue Service (IRS)
The U.S. government agency responsible for tax collection and tax law enforcement.

ND OMB
North Dakota Office of Management and Budget

NDUS
North Dakota University System

Non-Employee
A consultant, guest, visiting lecturer, speakers, independent contractor, and prospective employees. These individuals are not employed by UND or registered as a student at UND.

Non-resident Alien
An individual who is not a citizen of the United States.

North Dakota Century Code (NDCC)
Codification of all general and permanent law enacted since statehood

Payment Documents/ Supporting Documentation
An itinerary showing departure/arrival locations, dates, class, amount paid, taxes (if applicable), and original paid tickets.

SBHE
State Board of Higher Education – The policy setting and advocacy body for the North Dakota University System and the governing body for the North Dakota's publicly supported colleges and universities.

State Board of Higher Education (SBHE)
The policy setting and advocacy body for the North Dakota University System and the governing body for the North Dakota's publicly supported colleges and universities.

State Fleet Vehicle
State-owned vehicle locally reserved through UND Motor Pool.

State Rate
Maximum lodging amount established by the North Dakota director of the Office of Management and Budget. The rate is equal to 90 percent of the rate established by the U.S. General Services Administration for the state of North Dakota.

Student
An individual enrolled at the University of North Dakota, regardless of University employment, whose primary purpose is to be enrolled as a student.

PRINCIPLES

Overview
University of North Dakota follows established processes and guidelines for payment or reimbursement of travel (e.g., air/rail, lodging, mileage) and other institutional expenses associated with travel for employees, non-employees, and students. Payments and reimbursements to non-resident aliens are not included in this policy.

If an expense is to be paid from a grant or contract fund, a grants and contracts officer should be contacted prior to incurring the expense.

As a public institution, the University must demonstrate the prudent use of funds entrusted to it by its various constituencies. The general public, legislators, students, donors, and granted organizations and individuals
must be assured that funds are wisely spent and do not personally benefit University officials and employees. North Dakota State Board of Higher Education Policy 806.1 defers to North Dakota Century Code (54-06-09 and 44-08-04).

PROCEDURES

Employee Travel

Air/Rail

To obtain discounted rates for business travel, UND may pay for airfare and rail expenses in advance. Employees are expected to choose the least costly airfare that meets the business needs of the institution. Exceptions must be approved by the Chief Institutional Executive Officer, or their designee. Exceptions must be documented and attached with the online travel and expense submission. Change fees are allowable with a justifiable business purpose or personal emergency.

This does not govern the reimbursement of mileage for private aircraft.

Employees may be reimbursed for their first piece of checked luggage. Charges for more than one piece of luggage or overweight luggage must be approved by designated approver. Department preapproval is required for a sleeper car in lieu of a regular rail seat.

Payment documents must include an itinerary showing departure/arrival locations, dates, class, amount of ticket, and taxes (if applicable).

UND will not reimburse expenses/tickets purchased using airline miles or any reward instruments. Proof of payment must be provided.

Purchasing Tickets

A P-card is the preferred method of payment for airfare and rail tickets. If an employee chooses to pay for the airfare or rail ticket, the employee may obtain reimbursement.

To receive reimbursement, submit an expense report through PeopleSoft Travel & Expense attaching all payment documents and original paid tickets.

The State of North Dakota participates in a discount with Delta Airlines. Airline tickets purchased with Delta should be booked using the "Delta EDP" link accessed through the PeopleSoft Employee Hub.

Canceled Trips

In the case of a canceled trip, tickets purchased with a P-card must be used for a UND business purpose should the ticket be valid for future use. If the ticket was not purchased with a P-card reimbursements are allowed only related to travel that is canceled or changed for business reasons. Designated approver approval is required to reimburse expenses for travel that is canceled or changed for personal reasons.

To receive reimbursement, submit an expense report through PeopleSoft Travel & Expense attaching payment documents, and a written explanation for cancellation. If not paid with a P-card, a copy of the credit card documenting expense must be provided.

Lodging

UND pays for or reimburses an employee's lodging while engaged in business travel away from their normal place of employment. Lodging in-state payments cannot exceed the state rate established by the North Dakota director of OMB plus any applicable state or local taxes. Verification of all lodging expenses by receipt is required.

In-State and Out-of-State Lodging

NDUS entities follow OMB Policy 505 – Reimbursement for Meals and Lodging.

The North Dakota director of OMB sets the lodging reimbursement (state rate) at an amount equal to 90 percent of the rate established by the U.S. General Services Administration (GSA) for the state of North Dakota. When the GSA updates its rates the allowable North Dakota State rate will also change.
**Lodging Reimbursement**

A reimbursement of a maximum of ninety percent of the GSA rate for lodging in North Dakota plus applicable state and local taxes is permitted. For example, if the GSA rate for lodging in ND is $96, the maximum amount that can be claimed is $86.40 plus applicable taxes ($96 x 90% = $86.40). The GSA will update its rates periodically and the allowable lodging reimbursement will change accordingly. A P-card should be used for all lodging costs whenever possible. By using the P-card, state lodging expenses should be tax exempt from ND tax.

The payment for out-of-state lodging must equal the actual lodging expense.

Additional lodging expenses may be reimbursable if a valid business purpose is provided through supporting documentation (e.g., mandatory bellman/housekeeping charges, late check-out fees, business calls, and cancellation charges).

To receive reimbursement, submit an expense report through PeopleSoft Travel & Expense attaching original receipt(s), and additional supporting documentation as necessary.

**Shared Lodging**

When traveling with another University employee, the expense of a double occupancy room may be higher than the state rate. Subsequently, the payment rate for double occupancy may be higher than the state rate. Payment for each employee’s lodging may not be more than the state rate.

When accompanied on a business trip by an individual not eligible for reimbursement (spouse or travel companion), only the single room state rate may be claimed for reimbursement.

To receive reimbursement, submit an expense report through PeopleSoft Travel & Expense attaching original receipt(s), and additional supporting documentation as necessary.

**Room Deposits/Guarantees**

In some circumstances, payment of the first night's lodging may be required as a deposit. A P-card should be used for all lodging costs whenever possible. By using the P-card, state lodging expenses should be tax exempt from ND tax. Receipts are required for room deposits/guarantees.

Direct billing arrangements are not allowable.

**Mileage**

UND employees are to use a State Fleet vehicle for business travel whenever possible. An employee who has a disability requiring the use of their own specially-equipped motor vehicle is exempt from using a State Fleet vehicle. The use of a vehicle other than State Fleet must be approved by the employee’s supervisor prior to travel. If a vehicle other than State Fleet is used for travel, UND employees are entitled to reimbursement of mileage and travel expenses.

GSA sets the mileage reimbursement rate. A UND department may pay a personal mileage rate less than the established rates.

If travel in a motor vehicle exceeds any geographical point 300 miles beyond the borders of North Dakota, reimbursement is limited.

**Mileage Reimbursement**

If an employee is allowed to use a personal vehicle for business travel, mileage reimbursement will be made at a rate equal to or less than the GSA Privately Owned Vehicle Mileage Reimbursement Rate. To review GSA reimbursement rates, visit the GSA website (see Related Information).

To receive reimbursement, submit an expense report through PeopleSoft Travel & Expense.

**Travel in City of Employment**

Business travel by employees in their city of employment may be reimbursed at a rate not exceeding the GSA rate. The employee must report to work prior to attending meetings, conference, etc.; mileage from an employee’s residence is not reimbursable.
Out-of-State Travel

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 (see Appendix 1 – 300 Mile Buffer Map).

Employees permanently located outside the state or on assignment outside the state for an indefinite period of time, exceeding at least thirty consecutive days, are allowed and paid $.45 per mile for each mile actually and necessarily traveled in the performance of business travel by a motor vehicle. The 300 mile restriction does not apply.

Other

UND reimburses employees for miscellaneous business expenses while engaged in business travel away from the employee’s normal place of employment.

Miscellaneous Reimbursements

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, Uber/Lyft charges, rental cars, parking fees, internet charges, copies, faxes, shipping, long distance phone calls, and postage.

To receive reimbursement, submit an expense report through PeopleSoft Travel & Expense attaching original receipt(s).

Car Rentals

Car rentals may be reimbursed if the department identifies the use of the vehicle as state business.

UND does not allow car rentals in Grand Forks.

Contact UND Risk Management and Insurance or visit its website for information related to vehicle liability on state-rented vehicles (see Related Information).

To receive reimbursement, submit an expense report through PeopleSoft Travel & Expense attaching original receipt(s).

Personal Care Assistants

UND allows the reimbursement of personal care assistants when on state business. Because the needs of each University employee vary, the accommodation for travel purposes will be handled on a case-by-case basis. Visit the Equal Opportunity / Title IX website for details (see Related Information).

To request a personal care assistant during business travel, complete an ADA accommodation request form.

Non-Employee & Student Travel

UND may reimburse travel expenses incurred by non-employees while on University business. Allowable reimbursements include mileage, meals, lodging, and airfare/rail. Reimbursements may be made only after travel is completed. Reimbursements to non-employees will be paid the same rates as state employees, whenever possible unless actual receipts are provided within a reasonable rate or negotiated through a contract. The University does not reimburse non-employees for any expenses unallowable for UND employees. Payments and reimbursements to non-resident aliens are not included in this policy.

Contact Procurement & Payment Services for assistance with lost receipts for non-employee expenses.

Use account code 623200 (non-employee expense) to pay for non-employee travel reimbursements. Use account code 521105 (travel – students) to pay for student travel reimbursements.

If requesting other travel expenses be paid to the non-employee, expense are coded to 621325 (other operating fees), and are reported to the non-employee as income on IRS form 1099.

Air or Rail Travel

Non-employees may be reimbursed for the actual cost of an airline or rail ticket. Reimbursement may not be made prior to travel. UND does not allow reimbursement for first class or business class travel nor will it pay for or reimburse additional charges for comfort seating, or other upgrade charges. Required payment
documents for reimbursement include a copy of itinerary/invoice which includes dollar amount paid.

UND will not reimburse expenses/tickets purchased using airline miles or any reward instruments. Proof of payment must be provided.

To receive reimbursement, submit a non-employee/student travel expense worksheet through Jaggaer as a Payment Request.

**Lodging**

Non-employees will be paid the same rates as state employees, whenever possible unless actual receipts are provided within a reasonable rate or negotiated through a contract.

To receive reimbursement, submit a non-employee/student travel expense worksheet through Jaggaer as a Payment Request.

The department may make arrangements with the lodging facility to be paid by a P-Card. The non-employee name must be on the receipt from the hotel and attached to the P-Card statement.

**Meals**

Non-employees will be paid the same rates as state employees, whenever possible unless actual receipts are provided within a reasonable rate or negotiated through a contract.

To receive reimbursement, submit a non-employee/student travel expense worksheet through Jaggaer as a Payment Request. If reimbursing actual meal costs original receipts must be included.

**Mileage**

Non-employees may be reimbursed vehicle mileage at either the GSA or IRS published rates (whichever is lower). Departments have the ability to negotiate lower reimbursement rates.

To receive reimbursement, submit a non-employee/student travel expense worksheet through Jaggaer as a Payment Request.

**Other Travel Expenses**

Other travel expenses may be reimbursed if the business purpose is documented and the department has agreed to reimburse the expense. These types of expenses should be discussed prior to travel. Expenses not allowed to UND employees will not be reimbursed to non-employees. Original receipts are required for all miscellaneous business travel reimbursements.

To receive reimbursement, submit a non-employee/student travel expense worksheet through Jaggaer as a Payment Request.

**RESPONSIBILITIES**

| Grants and Contracts | • Audit the expense report for compliance with grant and contract policies and procedures  
| | • Audit the non-employee/student travel worksheet and Payment Request form for compliance with grant and contract policies and procedures |

| Procurement & Payment Services | • Audit the expense report for compliance with applicable policies and procedures  
| | • Enter the transaction into the UND general ledger  
| | • Audit the non-employee/student travel worksheet and Payment Request form for compliance with applicable policies and procedures |

| UND Departments | • Complete the expense report; attach backup documentation  
| | • Complete the non-employee/student travel worksheet and Payment Request form  
| | • Justify reimbursement or direct payment  
| | • Attach payment documents/supporting documentation  
| | • Approve the reimbursement or payment by certifying the reimbursement is valid and in compliance with all policies and procedures  
| | • Submit non-employee/student travel worksheet through Jaggaer as a Payment Request |
## Approval Signatures

<table>
<thead>
<tr>
<th>Approver</th>
<th>Date</th>
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<tbody>
<tr>
<td>Jennifer Rogers: Policy Office</td>
<td>pending</td>
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