

Student/Non-employee Travel Expense Worksheet Tips and Info

When planning or submitting your travel expenses to UND, please follow the tips below.

Planning your travel:

- Current per diem rates for meals for students and non-employees is \$51 per day for travel in North Dakota. That rate is \$35 for state employees. Other city rates are provided on request. Receipts are not necessary.
- Current mileage rate in ND is 54 cents per mile for using a personal vehicle for travel.
- For state employees, car rentals are not allowable for travel within the state of ND if there is a vehicle available from the state fleet. In such cases, prior approval from the Transportation Department is required. If a rental car is used without prior approval, you may be limited to the mileage rate for your travel rather than the actual car rental cost. A state fleet vehicle may be reserved for you by Space Studies or Space Grant staff.
- When renting a vehicle for travel outside the state of ND, state employees should follow their University's policies for rentals with companies that have secured a group plan with the University. These plans typically include liability and comprehensive insurance coverage and at a much lower daily rental rate. **If you use a vehicle rented outside of these group plans, UND will NOT cover additional vehicle rental charges such as navigation systems, any type of insurance coverage such as liability or comprehensive insurance.** Typically, if you own a car, your policy should cover rental car accident and liability insurance if reserved in your name. Check with your insurance carrier to verify that you are covered.
- If flying out of another airport (Fargo, Minneapolis, Winnipeg), we will reimburse the mileage to get to that airport if cost justification is provided. i.e., the combination of the cost of the airline ticket and the mileage to the other airport is less than a flight from Grand Forks. (price comparison must be obtained at the time of BOOKING the travel).
- If extending your stay prior to or beyond what would be necessary for your event, you must also provide a cost comparison for the airline ticket cost difference to show the cost you would have paid if you had not stayed the additional days. Your reimbursement will be limited to the lower cost.
- State employees are only allowed \$80.10 (plus standard tax) for nightly lodging costs in North Dakota. Higher rates **may be** allowed for northwestern ND cities---details can be provided. Ask for the state rate when booking your room or checking in. If you are charged more than the allowable, it will not be reimbursable to you. However, we have found that, on occasion, credit may be obtained if you request it after the stay. Students and non-state employees will be reimbursed the actual cost, but are encouraged to obtain the ND state rate when booking lodging. Your submitted hotel receipt should show a zero balance and proof of payment. If it

does not, you will be required to obtain one, or provide a credit card statement showing proof of payment.

Submitting your travel expense worksheet:

- Check the box for ND State Employee, Non-employee, or student. Only UND students check the student box. Other students are considered non-employees. All state employees should check the ND State Employee box---this includes all state universities and colleges.
- Travelers should **only** complete the top 1/3 up to “Expenses to be Reimbursed” and sign the form at the bottom. Office staff will complete the expense section using receipts and details you provide.
- Sharing of hotel rooms by students is allowable and must be indicated on the hotel receipt by the person submitting the expense. Please indicate the names of each person in a room.
- Receipts are required for all expenses including, but not limited to gas, parking, highway tolls, hotel, registration fees, car rental, airline tickets, airline luggage fees, etc. Meal receipts are not required as you are reimbursed on a standard per diem rate as provided above.
- Airline baggage fees are limited to one bag per person. Seat assignment costs are not allowable for reimbursement.
- If you are missing a receipt, a missing receipt form will need to be signed.
- Taxi fare receipts are not required if the fare is under \$10. Tips are allowable for reimbursement.

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