SUMMARY TABLE OF ALLOWABLE TRAVEL EXPENSES (for Students & Non-Employees)

Expense	Reimbursable?	Receipt needed if paid with personal funds?	Receipt needed if paid with P-Card? (Direct billed to UND)	Comments
Airfare / Rail Transportation				
Ticket Cost	Yes (limited to economy class only)	Yes	Yes	One of the following must be provided: ✸ Itinerary confirmation from the airline/railroad showing departure/arrival locations and dates, class, and amount paid. ✸ Airline or rail ticket (paper) - extra charge for paper ticket is not reimbursable ✸ Airline/Amtrak Ticket Detail Form is required for PCard purchase along with the invoice/itinerary
Change Fees	Yes	Yes	Yes	Change of ticket must be made for justifiable business reason or personal emergency.
Baggage	Yes (first piece)	Yes	Yes	Reimbursement for additional pieces must have proper justification.
Seat Assignment	No			Seat assignment fee is considered a personal preference and is not reimbursed by UND
Lodging				
Room Charges-**In State**	Yes	Yes	May be Direct Billed to UND with prior approval	Original itemized Receipt is needed. Please note exception for room sharing in detailed policy. Please note that actual charges will be reimbursed, but students and non-employees are encouraged to obtain the ND State rate when booking lodging.
Room Charges-**Out of State**	Yes	Yes	May be Direct Billed to UND with prior approval	Original itemized Receipt is needed. Please note exception for room sharing in detailed policy.
Lodging for Spouse/Companion	No			Spouse or traveling companion expenses are not eligible for reimbursement.
Late Check Out	No			May be considered with documentation of a valid business purpose.

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Meals				
In-State	Yes	No		Meals are based on a 24 hour per diem ✸ 6:00 a.m. - 11:59 a.m. (20% of total) ✸ Noon - 5:59 p.m. (30% of total) ✸ 6:00 p.m. - Midnight (50% of total) UND recommends the ND Employee In-State rate as the per diem limit (See Employee Travel page for current rate) but maximum allowed is published GSA rate.
Out-of-State	Yes	No		Reimbursement rates are based on US General Services Administration (GSA) with the same % of total per meal as In-State. Use the following link for USA Travel & the **M&IE RATE column** - Any city or county not listed is $46/day. GSA Domestic Per Diem Rates
International (& outside continental U.S.)	Yes	No		To find the applicable meal rates outside the contiguous 48 states, use the following website and use the column titled "Local Meals Rate". Per Diem Outside Continental 48 States
Rental Car				
Rental Cost	Yes	Yes		Original itemized receipt is needed. UND has agreements with Enterprise/National, and Hertz. **If driving from Grand Forks, a rental car may only be used if a State Fleet vehicle is not available and requires prior approval from Department Chairperson.**
Insurance	No			UND has insurance that provides all the insurance required by rental agencies for most areas - except foreign countries (contact Risk Management for more info).
Gas	Yes	Yes		Original paid gas receipt.

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Miscellaneous/Other Expenses				
Bellman / Maid	Yes (only if mandatory)	Yes		
Copies	Yes	Yes		
Currency Exchange Fees	Yes (prorated)	Yes		The fee must be prorated for the currency used for business expenses only
Data Hookup Charges	Yes	Yes		
Fax	Yes	Yes		
Immunizations	Yes (if required for travel)	Yes		Documentation from a physician indicating the specific immunizations necessary for the business travel is required.
Internet	Yes	Yes		
Laundry	Yes (limited to extended travel)	Yes		Laundry charges will be reviewed on a case by case basis. They should only be used for extended travel.
Parking	Yes	Yes		
Passport / Visa	Yes	Yes		
Registration Fees	Yes	Yes	Yes	
Shipping/Postage	Yes	Yes		Shipping or mailing of business items only.
Telephone	Yes (with limits)	Yes		Business calls will be reimbursed at actual amount with receipt, one personal call per day is allowed within the following limits: ✸ $5.00 per day for calls within the continental U.S. ✸ $10 per day for calls from Alaska, Hawaii, Canada or Puerto Rico ✸ $20.00 per day for calls made from Alaska, Hawaii, and international calls Lodging receipt or cell phone statement detailing the call must be provided.
Taxi Cab	Yes	No (if fare is less than $10)		Per NDCC cab or taxi fares do not require a receipt if they are less than $10.00