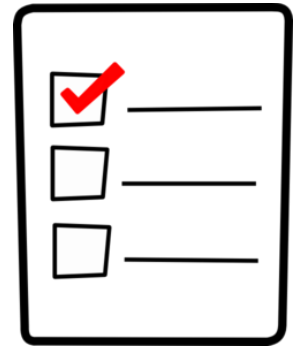




Employee Travel

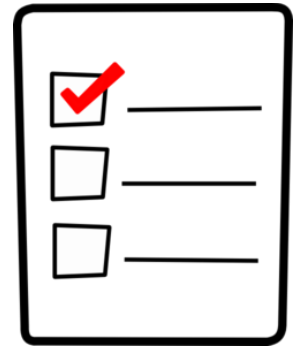
University of North Dakota
Grand Forks, ND

Prior to Travel



- Plan your trip
 - Should I book with a travel agent?
 - How will I pay for the travel?
 - **UND recommends using your UND issued purchasing card**
 - Frequent Flyer miles? (cannot reimburse value of miles if used for purchasing ticket)
 - Am I combining with personal travel?
 - If so – obtain comparison pricing at time of booking

Prior to Travel



- Plan your trip
 - What is the per diem rate of my city of lodging?
 - Meals included in a conference registration cannot be a separate reimbursement
 - What other expenses will be reimbursed?
 - Contact your Grants officer if funded by a grant

Travel Tools

Link to *Travel & Expenses* page from *Financial Services* homepage

PPS Links

[Asset Management](#)

[Contracts](#)


[PCard](#)

[Procurement Flow Chart](#)

[Travel](#)

[Information for Vendors](#)

PROCUREMENT & PAYMENT SERVICES

For Faculty/Staff 

[Contracts](#)

[Training/Resources](#)

[Procurement Flow Chart](#)

[FAQs](#)

[Asset Management](#)

[P-Card](#)

[Travel](#)

Forms 

[Directory](#)

[For Vendors](#)

Procurement & Payment Services

Travel & Expenses

UND utilizes the PeopleSoft Finance Travel & Expense (T&E) module to reimburse all University of North Dakota Employees for eligible business expenses. Employees must comply with North Dakota Century Code, as well as, North Dakota University System (NDUS) & UND policies and procedures for their expenses to be reimbursed. Please review the laws and policies governing your travel/purchase prior to completing the transaction.

For assistance with the completion of an expense report in PeopleSoft T&E, please review the guides and videos on our [Training/Resources](#) page.

We encourage the use of a [University purchasing card](#) while traveling. Most travel expenses (excluding meals) may be charged on this university issued mastercard allowing the payment of the expense to be made directly by the university.

Employee In-State Travel Rates

Meal Per Diem	Lodging Rate	Mileage
\$35/day	\$84.60 + tax (10/01/2018)	\$0.58/Mile (01/01/2019)

UND will also reimburse the expenses of a non-employee or student traveling for university business. These expenses must be in compliance with all published policies and procedures of the NDUS and UND.

Meals during travel

Additional help on our Training / Resources page

Travel Tools

Click the Training / Resources button on the *Financial Services* homepage



ELECTRONIC DEPOSIT FORM

E-PROCUREMENT

TRAINING / RESOURCES

POLICIES

WHISTLEBLOWER / FRAUD HOTLINE

FORMS

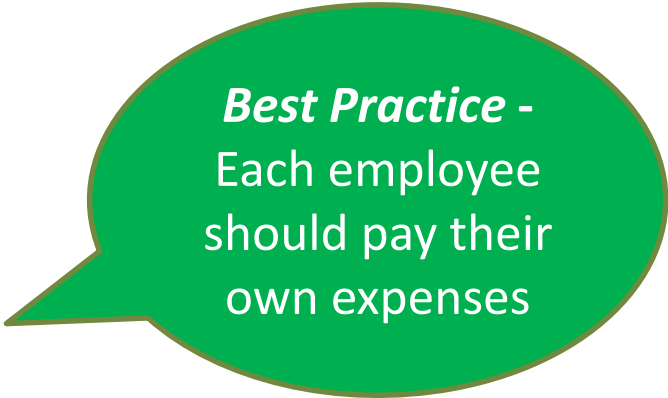
Travel Tools

Various tools, step by step instructions in the “How to Process” as well as videos to help answer questions.

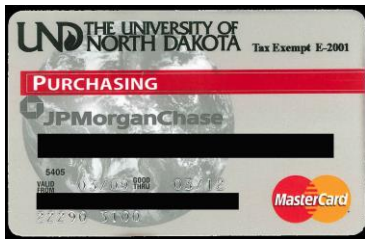
Travel & Expense	Resource Allocation	Procurement	Payment	Journal Entry/Import	General Finance	Learning & Development Sessions
Guides <ul style="list-style-type: none">• 300 miles of ND border map ^(PDF)• Quarter breakdown of per diem ^(PDF)• Currency Converter• Meal Per Diem (out of state)• Meal Per Diem (outside Continental U.S.)• Missing Receipt Form ^(PDF)• Travel Table Summary ^(PDF)• How to Process<ul style="list-style-type: none">◦ Employee Meals ^(PDF)◦ Employee Lodging ^(PDF)◦ Employee Mileage ^(PDF)◦ Employee Airfare/Rail ^(PDF)◦ Employee Travel Advance ^(PDF)◦ Other Travel Expenses ^(PDF)◦ Non-Employee Travel ^(PDF)◦ Student Travel ^(PDF)						
Videos <ul style="list-style-type: none">• Approving a Report - Video• Creating an expense report - Video• Delegate notification process - Video• Deleting an expense report - Video• Find update an existing expense report - Video• Lodging expense type - Video• Meal reimbursement lines - Video• Non-travel expense report - Video• Project grant funding sources - Video• Quick fill - Video• Temp approval authorization - Video• Turn off auto complete - Video• Withdrawing an expense report - Video						

Eligible Travel Expenses

- Airfare/Amtrak Tickets
- Lodging
- Meals
- Rental Car/Mileage/State fleet
- Mileage to airport
- **Miscellaneous** (including but not limited to)
 - Conference registration
 - Taxi (including tip if documented on receipt)
 - Copies
 - Internet



Best Practice -
Each employee
should pay their
own expenses



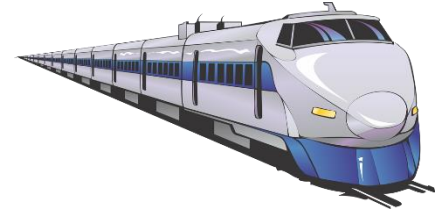
P-Card Eligible Travel Expenses

- Airfare/Amtrak Tickets
- Lodging
- Rental Car
- **Miscellaneous** (including but not limited to)
 - Conference registration
 - Taxi (including tip if documented on receipt)
 - Copies
 - Internet

P-Card is the preferred form of payment when allowable.



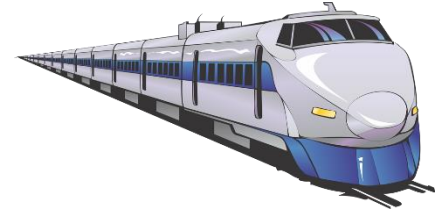
Airline/Amtrak



- **Cost of ticket (economy class only)**
 - The following must be provided:
 - Detailed Itinerary confirmation from the airline/railroad showing departure/arrival locations and dates, class, and amount paid.
 - Documentation of business purpose is required for P-card purchase along with the invoice/itinerary
- **First checked bag (add'l bags require justification)**
- **Change fee – document a business purpose or personal emergency justification**



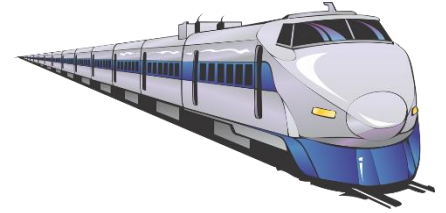
Airline/Amtrak



- Expenses that will **not** be reimbursed
 - Economy plus/Delta comfort/business/first class upgrade
 - Value of frequent flyer miles used
 - Additional checked baggage (without justification)
 - Only first check bag is reimbursed

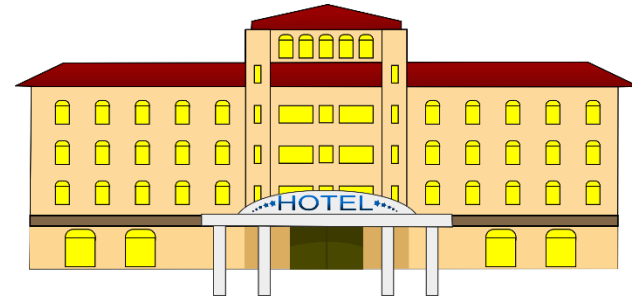


Airline/Amtrak



- Other reminders
 - Breakdown of expenses is needed (expedia, travelocity, etc., package deals-airfare, hotel, rental car)
 - Spouse/companion ticket cannot be reimbursed
 - Check current mileage rates for private/personal aircraft (per NDCC 54-06-09 – 1 ½ times Privately Owned Vehicle mileage - $\$0.58 * 1.5 = \$0.87/\text{mile}$)

Lodging



- Itemized receipt required
 - Receipt must show payment has been received
 - zero balance due – proof of payment
- Outside the state of ND
 - Actual cost of lodging (single room rate)
 - Expenses for spouse/companion not allowed
- Within the state of ND
 - 90% of GSA (General Services Administration) rate

Meals



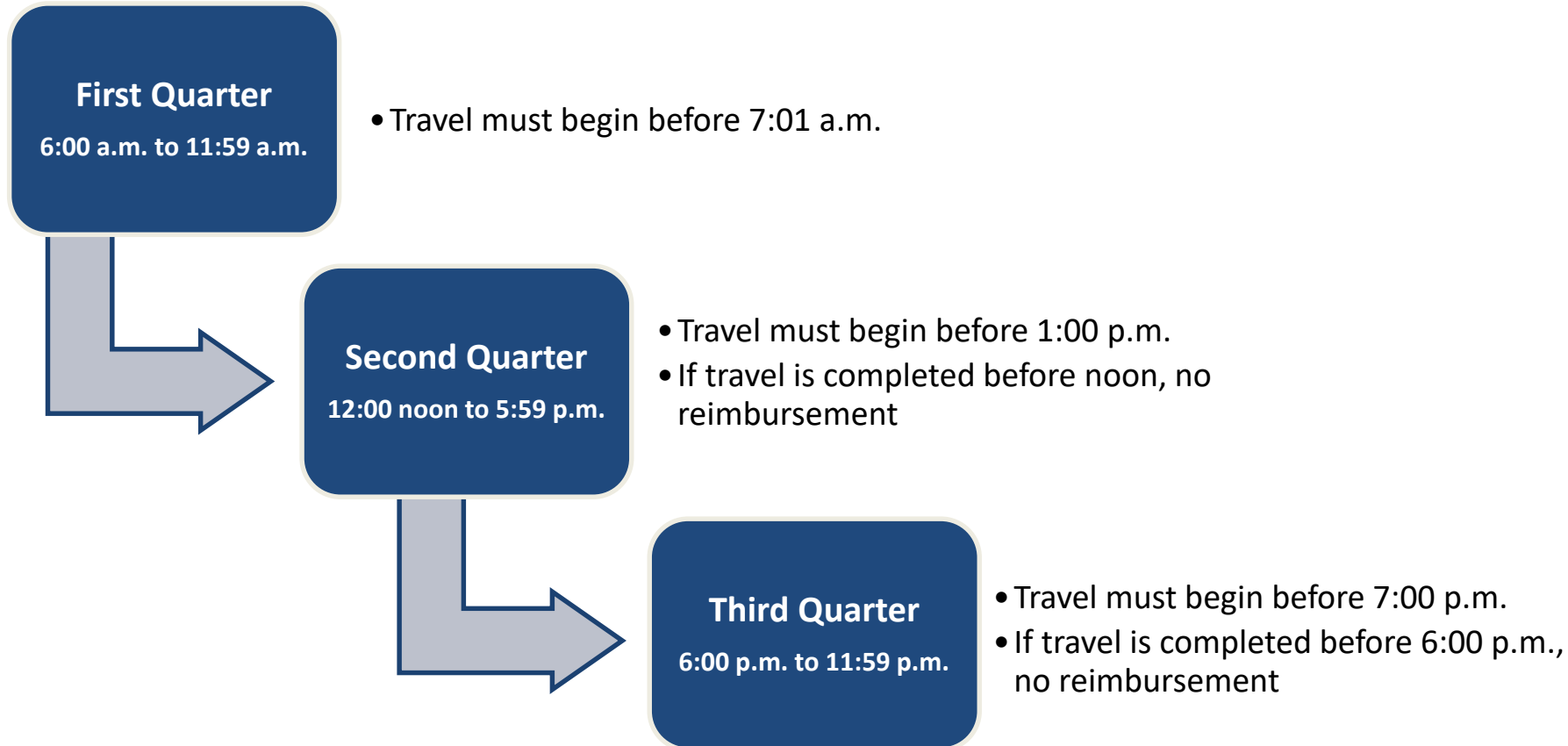
- Must be away from work for at least four hours
- Taxable if there is NOT an overnight stay
- **Meals included in a registration cannot be claimed as per diem**

Meals

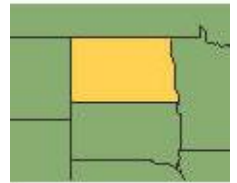


- Paid based on published per diem of GSA
 - Receipts not required
 - PeopleSoft Travel & Expense will calculate within the continental United States
- Departure and arrival times required for quarter eligibility determination
 - See next slide

Meals



Fourth Quarter — 12:00 a.m. (midnight) to 5:59 a.m.
Pertains to lodging expenses only



In-state Travel

Travel reimbursement rates are determined by ND state legislature

(NOT the same rates published by GSA)

Rates are listed on our Travel & Expenses webpage

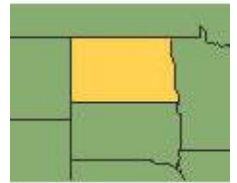
Employee In-State Travel Rates

Meal Per Diem	Lodging Rate	Mileage
\$35/day	\$84.60 + tax (10/01/2018)	\$0.58/Mile (01/01/2019)



In-state Travel

- **Lodging**
 - 90% of GSA (General Services Administration) rate
 - Currently \$84.60 + tax for the entire state
 - Detailed receipt required
 - Incidentals (room service, movies, etc. are not reimbursed)
 - Proof of payment needs to be evident



In-state Travel

- **Lodging**
 - If state rate cannot be obtained
 - Per UND policy, NDUS procedure 806.1 must be followed:
 12. In-state and out-of-state lodging reimbursement are governed by N.D.C.C 44-08-04. In the unlikely situation an employee cannot find lodging at 90% of the GSA rate, the following process needs to be followed:
 - a. Prior-approval by campus designated approved must be obtained.
 - b. The request must document the name of the employee, name of city traveling to, dates of lodging, name and local phone number of the lodging facility, the rates quoted for the dates of travel or if there were no available rooms. A minimum of 3 facilities should be contacted. If traveling to a North Dakota community that does not have 3 lodging facilities, indicate on documentation.
 - c. This documentation must be attached to the travel reimbursement form.



In-state Travel

- **Meals** - \$35/day
(no receipts necessary)
 - Breakfast (20%) \$7.00 (1st quarter)
 - Lunch (30%) \$10.50 (2nd quarter)
 - Dinner (50%) \$17.50 (3rd quarter)
- Breakdown of quarters is the same as shown on previous slide

In-state Travel



- **Mileage**
 - \$0.58/mile
 - State fleet vehicle should be used
 - Supervisor approval is required for use of personal vehicle
 - Renting a car in ND is not an allowable expense – use state fleet
 - **Approval for renting a vehicle in-state for state business must have PRIOR approval by the State Fleet Director.**
 - Send an email to Robin Rehborg, State Fleet Director at rehborg@nd.gov
 - Name, Department, and phone number.
 - Date rental required.
 - Document why you will not be using a State Fleet Vehicle.
 - Attach approval when claiming the travel reimbursement.

Out of State Travel



- **Lodging**
 - Actual amount of lodging – detailed receipt required (must include proof of payment)
- **Meals**
 - GSA published per diem rates
 - Meal & Inc. Exp. Column
 - Quarter breakdowns as previously discussed
- **Mileage**
 - In-state rate (\$0.58/mile) within 300 miles of ND border
 - \$0.18 for the remaining distance

M&IE Total

\$55

Travel & Expense

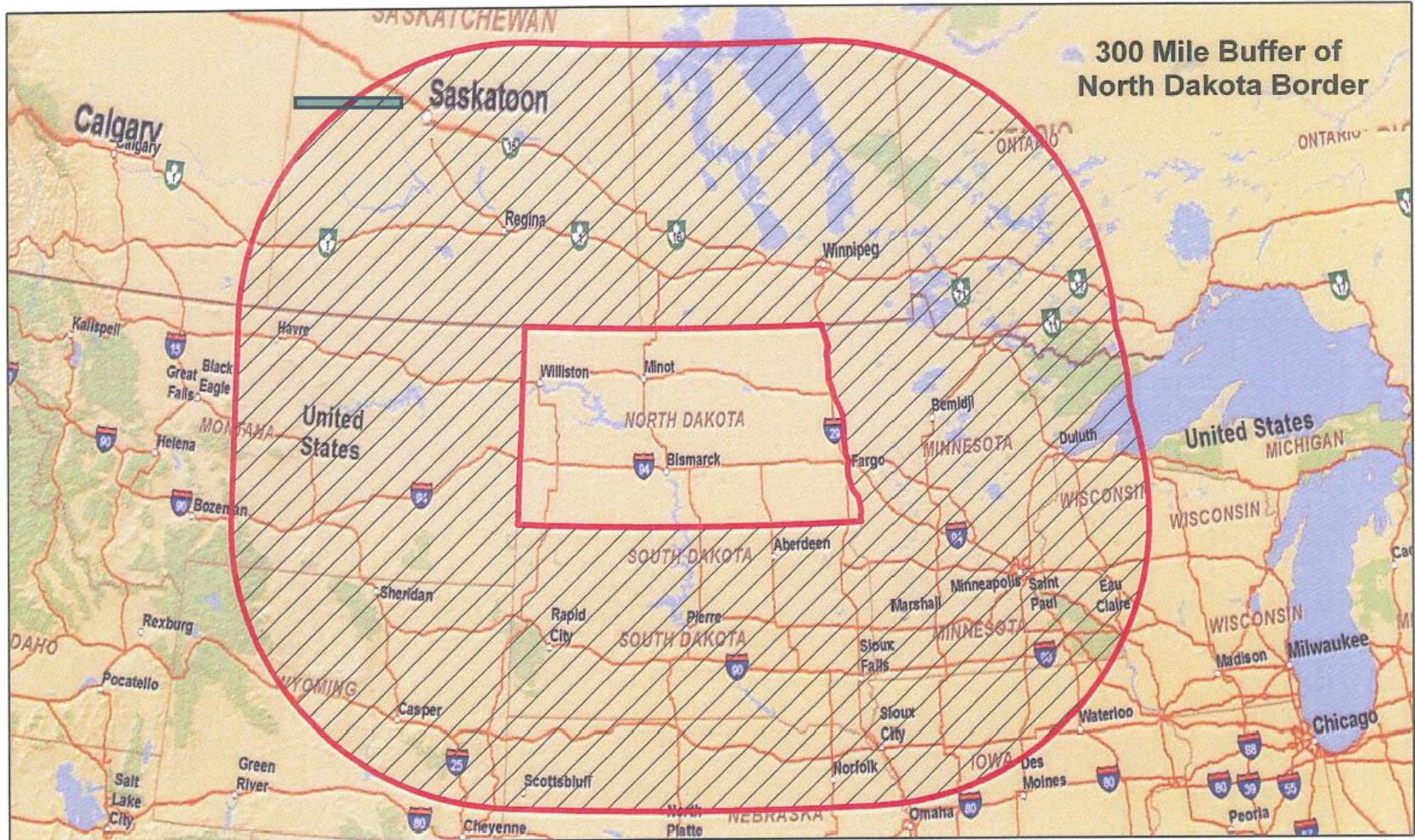
Resource Allocation

Pr

Guides

- [300 miles of ND border map \(PDF\)](#)
- [Quarter breakdown of per diem](#)
- [Currency Converter](#)
- [Meal Per Diem \(out of state\)](#)
- [Meal Per Diem \(outside Contin](#)
- [Missing Receipt Form \(PDF\)](#)
- [Travel Table Summary \(PDF\)](#)
- **How to Process**
 - [Employee Meals \(PDF\)](#)

Out of State Travel



Shaded area is 300 miles from the North Dakota Border. Any location included in this area is allowed the North Dakota state rate for mileage, effective 8/1/2009. Provided by the Department of Geology and Geological Engineering Geovisualization Laboratory - Lance D. Yarbrough, PhD, PE



International Travel

- Lodging

- Actual amount of lodging – detailed receipt required

- Meals

- Defense Travel Mgmt Office published per diem rates
 - (Local meals + Local Incidental)
- Quarter breakdowns as previously discussed

OUTSIDE CONUS, Non-Foreign Overseas and Foreign

PER DIEM IN US DOLLARS

Local Meals	Proportional Meals	Local Incidental
-------------	--------------------	------------------

Guides

- [300 miles of ND border map](#) ^(PDF)
- [Quarter breakdown of per diem](#) ^(PDF)
- [Currency Converter](#)
- [Meal Per Diem \(out of state\)](#)
- [Meal Per Diem \(outside Continental U.S.\)](#)
- [Missing Receipt Form](#) ^(PDF)
- [Travel Table Summary](#) ^(PDF)

- Convert to U.S. dollars

- Use the date of the transaction

P-Card Charges

- Travel charges on the P-card. The Business purpose must be documented
 - Airline/Amtrak Ticket Detail form
 - Other departmental forms are accepted
 - Notes section of PaymentNet
 - Documented directly on the invoice/itinerary or receipt

University of North Dakota

Airline/Amtrak Ticket Detail
for use with Purchasing Card (PCard) only

**The University of North Dakota pays for COACH FARE ONLY.
Payment for business or first class is prohibited.**

Booking Information
The Airline/Amtrak Ticket Detail must be completed for ALL Airline or Amtrak tickets charged to your departmental PCard. This form MUST BE ATTACHED to the Statement of Account along with an Invoice/Itinerary.

Individual Traveling

Travel Agency (Local or Internet)

Ticket Amount

Cardholder Name

Departure - City, State

Destination - City, State

Date of Departure

Date of Return

Purpose of Travel/Trip

IMPORTANT: ATTACH TO PCARD STATEMENT OF ACCOUNT!

Additional Information

Some Allowable Miscellaneous Expenses

- Internet access fees
- Copies
- Mandatory bellman/maid charges
- Passport fees/Visa Fees coded
- Currency exchange fees (must be documented on cc statement)
- Immunizations – required or recommended by physician – attach written documentation
- Tribal Development Fees - lodging at Casinos (this is not a tax)
- Parking Fees
 - Allowed with a receipt for personal, state and rental vehicles

Additional Information

Some Unallowable Miscellaneous Expenses

- Alcoholic beverages
- Entertainment
- Parking tickets or other traffic tickets
- Spouse/traveling companion(s) expenses
- First Class/Business Class Airfare
- Cancellation charges are not reimbursed unless business related or personal emergency

Additional Information

- Risk Management
– valuable resource
- Travel outside the U.S
- Rental car policy and guidelines

Forms

Event Approval

Incident Reporting

Designated Medical Provider (DMP)

Out of State Workers Compensation

Travel Outside of the United States Workers Compensation

Volunteer Workers Compensation

Equipment Checkout Forms

Workforce Safety and Insurance

Field Trip Forms

Waivers

Car Rental policy and Guidelines

<https://campus.und.edu/safety/resources/forms.html>



Additional Information

- We encourage one expense report per trip (each employee pays own expenses)
- Submit report within 60 days of completion of travel
- Receipts must be attached to the expense report
 - If a receipt is not available, complete and attach a [Certificate of Missing Receipt](#) form

PeopleSoft Travel & Expense

- “Stops” in the workflow include:



- Traveler (or delegate) – same “stop”
- HR Supervisor
- Department expense manager
- College/Division expense manager (optional)
- Grants & Contracts (if grant funded)
- Pre-pay auditor (Procurement & Payment Services)

PeopleSoft Travel & Expense

PeopleSoft (PS) Module

- Within PS ***Finance***
- Requires Duo Authentication
- Expenses WorkCenter



PeopleSoft Travel & Expense

You are on: HEFT

Expenses WorkCenter

Main Reports/Queries

My Work

Links

Approval

- Approve Transactions
- Modify Approved Transactions
- Delegate Entry Authority

Expense Report

- Create/Edit Report
- Delete Report
- Print Report
- Review Report
- Review Expense History

Cash Advances

Payment

Manage Accounting

Other

NDUS References

Expense Report

Find an Existing Value Add a New Val

Empl ID 0243266

Add

Find an Existing Value | Add a New Value

- Within the Expenses WorkCenter
- Create/Edit Report
 - Traveler/employee
 - Delegate

PeopleSoft Travel & Expense

Create Expense Report

Eileen Johnson ?

[New Window](#) | [Help](#) | [Personalize Page](#) |

[Save for Later](#) | [Summary and Submit](#)

Quick Start

*Business Purpose

Default Location

*Report Description

[Attachments](#)

Reference

Expenses ?

[Expand All](#) | [Collapse All](#)

Add: | My Wallet (0) | Quick-Fill

Total 0.00 USD

Header info includes:

- Business purpose (select from dropdown list)
- Destination Location
- Report Description

*Business Purpose

'Report Description

Reference

5 ?

| [Collapse All](#)

Fill

- Board Member (NDUSO Only)
- Conference
- Employee Non-Travel
- Group/Team Travel
- Meeting
- Off Site Work (Non Research)
- Off Site Work (Research)
- Professional Development
- Recruiting
- Training

PeopleSoft Travel & Expense

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 0.00 USD

*Date *Expense Type Description *Payment Type *Amount *Currency

 0.00 USD

254 characters remaining

- Add a line for each expense incurred.
- Select from the expense type dropdown or click the category icon to select a group of expenses

***Expense Type**

- Advertising Online/Internet
- Advertising Services-Other
- Advertising Services-Print
- Advertising Services-Radio
- Airfare In State
- Airfare International
- Airfare Out of State
- Athletic Equipment under \$5000
- Athletic Supplies
- Audio Visual Equip < \$5000
- Audio Visuals
- Banquet and Meeting Food & Bev
- Book Binding
- Books
- Booth & Room Rental
- Building Supplies
- Bulk Mailing Charges
- Cellular Phones
- Chemical and/or Biological Sup
- Clothing
- Computer Equipment under \$5000
- Confer Supplies

Select Expense Type by Category

Expense Type Category

- Bldg, Grounds, Vehicle Supply
- Food and Clothing
- IT - Communications
- IT Equipment under \$5,000
- In State Travel
- International Travel
- Medical, Dental and Optical
- Miscellaneous Expenses
- Miscellaneous Supplies
- Moving
- Office Supplies
- Operating Fees and Services
- Other Equipment under \$5,000
- Out of State Travel
- Postage

PeopleSoft Travel & Expense

- One expense line per Lodging Receipt
(will require that you document the number of nights)
- One expense line for ***EACH DAY*** of meals
- One expense line for round trip mileage

Expenses [?](#)

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 2,185.60 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
04/14/2017	Lodging Out of State	lodging at conference 233 characters remaining	Employee Paid	2,000.00	USD
04/14/2017	Meals Out of State	lunch provided in registration 224 characters remaining	Employee Paid	64.00	USD
04/15/2017	Meals Out of State	lunch provided 240 characters remaining	Employee Paid	44.80	USD

PeopleSoft Travel & Expense

Lodging Expenses

- One expense line per receipt
- Enter number of nights stayed
- Merchant information
 - Always Non-Preferred
 - Name of merchant is required
 - May need to justify the cost (excess of per diem)

Defaults from Profile

Pulls in from information entered in header

▼

*Date	04/14/2017	*Expense Type	Lodging Out of State	Description	lodging at conference	*Payment Type	Employee Paid	*Amount	2,000.00	*Currency	USD
		*Billing Type	General		233 characters remaining		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000		
		*Originating Location	GRAND FORKS		Receipt Split		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	2,000.00	USD	
		*Location	LAS VEGAS		Itemize Hotel Bill		<input type="checkbox"/> No Receipt				
		*Number of Nights	3								
		*Merchant	Preferred <input type="radio"/> Non-Preferred <input checked="" type="radio"/>								
			Hilton								

▼ Accounting Details ?

Chartfields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pro
	2000.00	UND01	2000.00	USD	1.00000000	521075	31400	3130				

PeopleSoft Travel & Expense

Meal Expenses

04/14/2017 | Meals Out of State | lunch provided in registration | Employee Paid | 64.00 | USD

*Billing Type: General

*Originating Location: GRAND FORKS

*Location: LAS VEGAS

*Start Time (HH:MI): 12:00AM | *End Time (HH:MI): 11:59PM

Accounting Details

Amount	BL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Proj
64.00	UND01	64.00	USD	1.00000000	52108	31400	3130				

- Meal lines will include a start and stop time.
- Per diem is based on a full day. Any meals not being claimed will simply be deducted.

Per Diem Info

Expense Report

Per Diem Dedications

Report ID 0000001606

Please select all expenses that were paid by an establishment or an individual other than yourself.

Per Diem Amount 64.00 USD

Per Diem Details	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
No Breakfast PerDiemDedUseOnly	20.00			<input type="checkbox"/>
No Lunch PerDiemDedUseOnly	30.00			<input checked="" type="checkbox"/>
No Dinner PerDiemDedUseOnly	50.00			<input type="checkbox"/>

OK Cancel

PeopleSoft Travel & Expense

Modify Expense Report

Eileen Johnson ?

*Business Purpose

*Report Description

Reference

Report 0000001606 Pending

Default Location

Attachments

Actions ...Choose an Action GO

Save for Later | Summary and Submit

- A report number is assigned once the report is saved
- Can save for later and return to complete
- Once complete, simply submit
 - Submission must be completed by the traveler

PeopleSoft Travel & Expense

To submit the report:

- On the Summary page, the **traveler** must:
 - Check the box certifying the accuracy of expenses reported
 - Click the Submit Expense Report
 - Greyed out till box is checked
 - Is considered the digital signature of the traveler

Amount Due to Employee 361.55 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#)

PeopleSoft Travel & Expense

To update an existing report that has not been submitted

- Create/Edit Report
 - Find an Existing Value
 - Leave Criteria blank
 - Click Search

The screenshot shows the 'Expenses WorkCenter' interface. On the left, a navigation menu is visible with the following items: Main, Reports/Queries, My Work, Links, Shortcuts, Approval (with sub-items: Approve Transactions, Modify Approved Transactions, Reassign Approval Work, Approver Assignment, Delegate Entry Authority), and Expense Report (with sub-items: Create/Edit Report, Delete Report, Print Report, Review Report, Review Expense History). The 'Create/Edit Report' item is circled in red. The main content area is titled 'Expense Report' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list'. Below this instruction are two buttons: 'Find an Existing Value' (circled in red) and 'Add a New Value'. Underneath is a 'Search Criteria' section with the following fields: Report ID (begins with), Report Description (begins with), Name (begins with), Empl ID (begins with), and Creation Date (=). There is also a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Clear' buttons (both circled in red), and links for 'Basic Search' and 'Save Search Criteria'.

PeopleSoft Travel & Expense

To locate a submitted report

- Review Report
- Search by criteria – or leave blank for all reports

The screenshot displays the PeopleSoft Expenses WorkCenter interface. On the left, the navigation menu is expanded to show the 'Expense Report' section, with 'Review Report' highlighted and circled in red. The main content area is titled 'Expense Report' and contains a search form. The form includes a 'Search Criteria' section with the following fields:

- Report ID: contains 6469
- Report Description: begins with
- Name: begins with
- Empl ID: begins with
- Report Status: =
- Creation Date: =

There is also a 'Case Sensitive' checkbox and a 'Search' button. The interface also shows 'Realtime Search' and 'Keyword Search' tabs, and a 'Basic Search' button with a 'Save Search Criteria' link.

PeopleSoft Travel & Expense

Report opens on summary page

- Track progress on workflow bar
 - Green checkmark on completed “stops”
 - View approval history in details below the including Date/Time of the completed action

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Withdraw Expense Report

Submitted On 02/07/2018

Submitted By Janice Bakken

Approval History

Submitted
Janice Bakken

HR Supervisor
Eileen Johnson

Expense Manager
Jana Thompson

Division Approval
Eileen Johnson

Prepay Auditor
Catherine Anderson

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Janice Bakken	02/07/2018 1:09:00PM
Approved	HR Supervisor	Eileen Johnson	02/15/2018 1:22:32PM

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

PeopleSoft Travel & Expense

Check out the training videos on our webpage

Travel & Expense	Resource Allocation	Procurement	Payment	Journal Entry/Import	General Finance	Learning & Development Sessions
Guides <ul style="list-style-type: none">• 300 miles of ND border map ^(PDF)• Quarter breakdown of per diem ^(PDF)• Currency Converter• Meal Per Diem (out of state)• Meal Per Diem (outside Continental U.S.)• Missing Receipt Form ^(PDF)• Travel Table Summary ^(PDF)• How to Process<ul style="list-style-type: none">◦ Employee Meals ^(PDF)◦ Employee Lodging ^(PDF)◦ Employee Mileage ^(PDF)◦ Employee Airfare/Rail ^(PDF)◦ Employee Travel Advance ^(PDF)◦ Other Travel Expenses ^(PDF)◦ Non-Employee Travel ^(PDF)◦ Student Travel ^(PDF)	Videos <ul style="list-style-type: none">• Approving a Report - Video• Creating an expense report - Video• Delegate notification process - Video• Deleting an expense report - Video• Find update an existing expense report - Video• Lodging expense type - Video• Meal reimbursement lines - Video• Non-travel expense report - Video• Project grant funding sources - Video• Quick fill - Video• Temp approval authorization - Video• Turn off auto complete - Video• Withdrawing an expense report - Video					
Additional Information						

Questions



Happy Travels and
THANKS FOR COMING!!