

Travel Agreement for UND Purchasing Card

By signing this agreement, employee agrees to follow and adhere the requirements listed below with regards to using the University Purchasing Card for any travel related expenses.

The following travel related expenses will be allowed on the University of North Dakota Purchasing Card as long as the charges are in compliance with the policies and procedures of the university, the North Dakota University System, and North Dakota Century Code. Please review all travel related policies with regard to list below to be sure you are in compliance.

1. Conference Registration
2. Airline/Amtrak tickets
3. Lodging/hotel room
 - a. Room only – ancillary charges (i.e. room service, entertainment,) are not allowed.
 - b. When lodging in the state of ND the ND state rate must be obtained – charges in excess of the state rate are the responsibility of the traveler (policy [2.20 Employee Travel: Lodging](#))
 - c. Tax should not be assessed for ND lodging charges applied on the university purchasing card
4. Rental car
5. Taxi/public transportation
6. Parking

Business purpose for the travel as well as detailed receipts must be provided and attached to the monthly statement of account for all transactions. Meals are reimbursed via per diem (reference UND policy [2.21 Employee Travel: Meals](#)) and are not allowable on the Purchasing Card.

Any unauthorized charges that occur on the UND Purchasing Card beyond the approved charges must be IMMEDIATELY repaid by the cardholder to the University. Violations of the travel policies when using the purchasing card will result in a 30-day suspension for the first offense and permanent revocation of the card after the second offense.

I, _____, have read, understand, and agree to the terms of the
Print Name & Employee ID

Travel Agreement for the UND Purchasing Card.

Cardholder Signature

Date

Signature of Department P-Card Statement Approver & Date

Printed Approver Name