FISCAL YEAR END 2020 Fact Sheet

Travel and Expense

Department Use: For use by departments in the timely processing of transactions. Situations may occur that require processing outside of the dates listed below. Please consult your division’s finance department or accounts payable at UND.pps@UND.edu for additional guidance.

UND central finance encourages departments to make purchases through Jaggaer when appropriate, or by use of a UND purchasing card. For all other reimbursements, please be aware of the following reminders:

- Expense reports should be submitted on a “per trip” basis
- Please remind faculty that all expense reports need to be submitted prior to the faculty leaving for the summer
- Registration fees incurred on or prior to June 30 to reserve a spot at a FY21 conference will be paid from FY20 funds
- For travel that crosses the June month end:
  - The expense report will be submitted in July
  - If the majority of the travel happens in June, post to FY20 – if there are more days of travel in July post to FY21
- Submission/accounting date
  - Submission/accounting date will be June until the cutoff date of July 10th
  - Reports submitted after July 10th, will have a July submission/accounting date in FY21
- Subscriptions
  - New subscriptions will be processed from FY 2020 funds through May 31, 2020
  - Subscription renewals expiring in FY21, must be paid for from FY21 funds
- Memberships & Maintenance Contracts
  - Renewals for memberships & maintenance contracts expiring in FY21 must be paid from FY21 funds

July 10

Last day to approve an FY20 expense report to be routed to central finance for review

*Note! For the expense report to be processed in FY20, the expense report must be at the AP audit review by the end of the day on July 10.