

FISCAL YEAR END 2023 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 Chief Business Officer or payment services at UND.pps@UND.edu for additional guidance.

UND central finance encourages departments to make purchases through UND Marketplace (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 FY24 conference will be paid from FY23 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 FY23 – if there are more days of travel in July post to FY24.
- Approved/accounting date
 - Approved/accounting date will be June until the cutoff date of July 12.
 - Reports approved after July 12, will have a July submission/accounting date in FY24.
- Subscriptions & Memberships
 - New subscriptions & memberships will be processed from FY23 funds through May 31, 2023.
 - Subscription & memberships renewals for FY24, must be paid for from FY24 funds.

July 12

Last day to approve a FY23 expense report to be routed to central finance for review

**Note: For the expense report to be processed in FY23, the expense report must be at the AP audit review by the end of the day on July 12.*