FISCAL YEAR END 2022 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 FY23 conference will be paid from FY22 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 FY22 – if there are more days of travel in July post to FY23
- Submission/accounting date
  - Submission/accounting date will be June until the cutoff date of July 11th
  - Reports submitted after July 11th, will have a July submission/accounting date in FY23
- Subscriptions
  - New subscriptions will be processed from FY 2022 funds through May 31, 2022
  - Subscription renewals expiring in FY24, must be paid for from FY23 funds
- Memberships & Maintenance Contracts
  - Renewals for memberships & maintenance contracts expiring in FY24 must be paid from FY23 funds

July 11

Last day to approve an FY22 expense report to be routed to central finance for review

*Note! For the expense report to be processed in FY22, the expense report must be at the AP audit review by the end of the day on July 11.