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

09/18/19
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

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

<table>
<thead>
<tr>
<th>Meal Per Diem</th>
<th>Lodging Rate</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35/day</td>
<td>$84.60 + tax (10/1/2018)</td>
<td>$0.58/Mile (01/01/2019)</td>
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</table>

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
Travel Tools

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

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
Eligible Travel Expenses

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/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

Eligible Travel Expenses

First Quarter
6:00 a.m. to 11:59 a.m.
• Travel must begin before 7:01 a.m.

Second Quarter
12:00 noon to 5:59 p.m.
• Travel must begin before 1:00 p.m.
• If travel is completed before noon, no reimbursement

Third Quarter
6:00 p.m. to 11:59 p.m.
• Travel must begin before 7:00 p.m.
• If travel is completed before 6:00 p.m., no reimbursement

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

09/18/19
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**

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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 rrehborg@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

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

• 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
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

09/18/19
Additional Information

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

- Within the Expenses WorkCenter
- Create/Edit Report
  - Traveler/employee
  - Delegate
PeopleSoft Travel & Expense

Header info includes:

- **Business purpose** (select from dropdown list)
- **Destination Location**
- **Report Description**
Add a line for each expense incurred.
Select from the expense type dropdown or click the category icon to select a group of expenses.
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/14/2017</td>
<td>Lodging Out of State</td>
<td>lodging at conference</td>
<td>Employee Paid</td>
<td>2000.00</td>
<td>USD</td>
</tr>
<tr>
<td>04/14/2017</td>
<td>Meals Out of State</td>
<td>lunch provided in registration</td>
<td>Employee Paid</td>
<td>64.00</td>
<td>USD</td>
</tr>
<tr>
<td>04/15/2017</td>
<td>Meals Out of State</td>
<td>lunch provided</td>
<td>Employee Paid</td>
<td>44.80</td>
<td>USD</td>
</tr>
</tbody>
</table>
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
PeopleSoft Travel & Expense

Meal Expenses

- 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.
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- 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
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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.
- Submit Expense Report

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To update an existing report that has not been submitted

• Create/Edit Report
  • Find an Existing Value
  • Leave Criteria blank
  • Click Search
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To locate a submitted report

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

Approval History

<table>
<thead>
<tr>
<th>Action</th>
<th>Role</th>
<th>Name</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Employee</td>
<td>Janice Bakken</td>
<td>02/07/2018 1:09:00PM</td>
</tr>
<tr>
<td>Approved</td>
<td>HR Supervisor</td>
<td>Eileen Johnson</td>
<td>02/15/2018 12:22:32PM</td>
</tr>
</tbody>
</table>
PeopleSoft Travel & Expense

Check out the training videos on our webpage

Guides
- 300 miles of ND border map (PDF)
- Quarter breakdown of per diem (PDF)
- Currency Converter
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- Meal Per Diem (outside Continental U.S.)
- Missing Receipt Form (PDF)
- Travel Table Summary (PDF)
- How to Process ....
  - 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
- 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!!