Travel & Expense – Fluid Training
UND Preferred Methods of Doing Business

1. **UND Marketplace** - Goods & Services should be ordered through this system. This ensures contracted pricing, as well as contains approvals for all orders ensuring an appropriate audit trail.

2. **UND Purchasing Card** – Travel such as Hotel Lodging & Airlines should be purchased on the Purchasing Card. A department admin is authorized to put other travelers on their P Card, if needed. All UND employees are eligible for a P Card.

3. **Travel & Expense Reimbursement** – this should be utilized for food per diem and mileage only.
CTS & PPS Resources

- **Video**
- **Step-By-Step Instructions**
- **Quick Reference Guide**

- PeopleSoft Finance:

- Finance Blog: [https://blogs.und.edu/finance/](https://blogs.und.edu/finance/)
TIPS:

PeopleSoft Finance login:
Make sure you change the drop down at the top left from “My Homepage” to “Employee Self Service” via the drop down arrow.
Attachments:

Add receipts/attachments at the Line Level to avoid having errors/warnings when submitting the Expense Report.
Notifications:

The notification feature hasn’t disappeared but is no longer on the entry/view pages.

In the My Expense Reports tile, you’ll see expense reports that are currently in progress.

If you click on the Actions dropdown on an expense report, you should see an option to Send Notification.
Updating the Accounting Date

1. Approve Transactions
2. Select the Report to View:
3. Change the Date at the top of the Report:

4. After you change the date, a budget check must be ran via **Budget Options** link:

5. Next click **Budget Check** Button.

❖ Note: the button will not be greyed out if you do not run a budget check
Travel Items Audited by Payment Services

• Out of pocket expenses only – UND will not reimburse for air miles, points, gift card payments, rebates, coupons, credits, etc.

• Travelers are to pay for their own travel only – when traveling with more than one person, each traveler is expected to pay for themselves and request their own reimbursement
  • Athletic team-trips or Faculty-led student group trips would be an exception. Email Payment Services und.pps@und.edu for further information.

• Invoice & proof of payment by the traveler to show they were the individual that actually paid for the item
  • Lodging: Hotel Invoice in Traveler’s Name and shows proof of payment – Appropriate Lodging Account code used
    • Other items listed (Parking, Internet) need to be listed as separate Expense Lines on the Expense Report
    • Traveler must obtain an invoice from the hotel establishment upon checkout as the online booking site may not be sufficient information for reimbursement and may result in a denial.
  • Rental Car: Agreement showing proof of payment
  • Gas Receipts: allowed for rental cars only – must show proof of payment
    • If using personal vehicle, mileage reimbursement based on IRS rates. Must provide map of travel and/or odometer readings at beginning and end of trip. Gas reimbursement not allowed on personal vehicle usage.
    • State Fleet is the State of ND preferred method of vehicle travel.
  • Parking: allowed for rental & personal cars – must show proof of payment
  • Ride Shares (Uber, Lyft, Taxi): Printout of trip taken, amount paid – must show proof of payment
• Meals are reimbursed at per-diem rates only, therefore no receipts are required. Need to list travel start & end times – the Expense Report will Automatically calculate the correct amount based on the location entered.

• Registration/memberships need to include business purpose of the benefit to the University

• Receipts need to be attached to line item first, with documented approvals at the end
## Acceptable Proof of Payment: Hotel Receipt

**Hotel Receipt**

<table>
<thead>
<tr>
<th>DATE</th>
<th>REFERENCES</th>
<th>CHARGES</th>
<th>CREDITS</th>
<th>BALANCES DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/23</td>
<td>ROOM 706</td>
<td>269.00</td>
<td>32.28</td>
<td>973.34</td>
</tr>
<tr>
<td>05/24</td>
<td>GIFTSHOP</td>
<td>6.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/24</td>
<td>ROOM 706</td>
<td>269.00</td>
<td>32.28</td>
<td></td>
</tr>
<tr>
<td>05/25</td>
<td>LOBBYBAR 3397 706</td>
<td>58.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/25</td>
<td>GIFTSHOP</td>
<td>6.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/25</td>
<td>ROOM 706</td>
<td>269.00</td>
<td>32.28</td>
<td></td>
</tr>
<tr>
<td>05/26</td>
<td>ROOM TAX 706</td>
<td>32.28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Personal**

$69.50

**Hotel - $903.84**
Acceptable Proof Of Payment: Parking

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Grand Forks Int. Airport
2301 Airport Dr.
Grand Forks, ND 58203

Entry Time: 05/11/22 10:16 AM
Exit Time: 05/14/22 5:20 PM
Duration: 3d. 7h. 4m.
Pay Station: 7
Tran: 7718
Ticket# 4-15489

Long Term

Total: $ 32.30

MasterCard  $ 32
Last 4 digits: 5754
Change:  $ 0.00

Thank you for parking with us!
Operated by: Republic Parking
Acceptable Proof Of Payment: Ride Share
Acceptable Proof of Payment: Airfare & Baggage Receipt

### Flight Receipt for Fargo, ND to Billings, MT

**Date of Purchase:** Jun 03, 2022

**Flight Receipt for Fargo, ND to Billings, MT**

**PAASSENGER INFORMATION**

Confirmation Number: GP68KC
Ticket Number: 0062320714527

**FLIGHT INFORMATION**

<table>
<thead>
<tr>
<th>Date and Flight</th>
<th>Status</th>
<th>Class</th>
<th>Seat/Cabin</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAR&gt;MS P</td>
<td>OPEN</td>
<td>H</td>
<td>34F</td>
</tr>
<tr>
<td>MS P&gt;BIL</td>
<td>OPEN</td>
<td>H</td>
<td>17B</td>
</tr>
<tr>
<td>BIL&gt;MS P</td>
<td>OPEN</td>
<td>H</td>
<td>17B</td>
</tr>
<tr>
<td>MS P&gt;FAR</td>
<td>OPEN</td>
<td>H</td>
<td>17B</td>
</tr>
</tbody>
</table>

**DETAILED CHARGES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Transportation Charges</td>
<td>$981.40</td>
<td>USD</td>
</tr>
<tr>
<td>Taxes, Fees &amp; Charges:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States - September 11th Security Fee(Passenger)</td>
<td>$11.20</td>
<td>USD</td>
</tr>
<tr>
<td>Civil Aviation Security Service Fee (AV)</td>
<td>$73.60</td>
<td>USD</td>
</tr>
<tr>
<td>United States - Transportation Tax (US)</td>
<td>$18.00</td>
<td>USD</td>
</tr>
<tr>
<td>United States - Passenger Facility Charge (XF)</td>
<td>$18.00</td>
<td>USD</td>
</tr>
<tr>
<td>United States - Flight Segment Tax (FP)</td>
<td>$18.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Total Price:** $1,102.20 USD

Paid with MasterCard ************9331

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### Baggage Receipt

**Date of Purchase:** May 11, 2022

**Baggage Receipt**

**PAASSENGER INFORMATION**

Confirmation Number: HB8LE4
Ticket Number: 0064234937029

**BILLING AND INFORMATION**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXCESS BAGGAGE</td>
<td>$30.00</td>
<td>USD</td>
</tr>
<tr>
<td>Taxes &amp; Fees</td>
<td>$0.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Total**

Paid with American Express ************1003

**Total:** $30.00 USD
Acceptable Proof of Payment: Car Rental with Credit Card Stmt Proof

RENTAL FOR MAY 29, 2022

Rental Agreement #: 6L091P

Pick-up
Los Angeles Airport 05 MAY 2022 10:00 PM
1939 WILSHIRE BLVD 310-800-0610

Return
Ventura, CA 29 MAY 2022 6:27 PM
1939 WILSHIRE BLVD 310-800-0610

FINAL TOTAL (HST) $136.21

RENTAL CHARGES

VEHICLE
TIME & DISTANCE $95.94 / day $95.94

TAXES & FEES
SALES TAX $11.12
AIRPORT CONCESSION FEE $11.22
CUSTOMER FACILITY CHARGE $16.38 / day $16.38
TOURISM COMMISSION ASSESSMENT MX $2.90
VEHICLE LICENSE RECOVERY FEE $1.37 / day $1.37

TOTAL
Total (HST) $136.21

RENTER DETAILS

Name: [Redacted]
Address: [Redacted]

VEHICLE DETAILS

Class Branch: PCRN
Class Category: ICR
Make/Model: MERCEDES B
License Plate: 092159

DISTANCE

Distance Start: 10685 Miles
Distance End: 10685 Miles
Distance Driven: 0 Miles

CREDIT CARD (12591)

$824.07
Current balance

$2,975.93
Available credit

$0.00
Last statement balance

4514
Ultimate Rewards® points

35.0 Cash back (Apr-Jun)

Account activity

Search

SHOWING

Filtered by: May 29, 2022 to Jun 2, 2022 $100 to $1000

Date 
Description 
Category 
Amount 

Jun 1, 2022 ENTERPRISE RENT-A-CAR Travel $136.21
Acceptable Proof of Payment: Gas Receipt
Group Meals: Requirements

- Receipts/Invoice
- Proof of Payment
- List of Attendees
  - Must follow Meals Policy/
    Include # from Meals Table
Delegates

- Employees can setup their own Delegate:
  - Note, the employee still has to be the one to Submit their report

Employee Self-Service Process

a. Navigation: Expense WorkCenter > Links > Approval > Approver Assignment > Delegate Entry Authority

b. Click the +... button to add a row.

c. Enter the User ID of the user (administrative staff) who will be entering expense reports on behalf of the employee (traveler) in the Authorized User ID field.

d. Leave the Authorization Level field set to Edit

e. Click the SAVE button.
Frequently Asked Questions

• Transportation ID’s – Payment Services needs to setup manually if they are not automated for the employee – send an email to und.pps@und.edu.

• All International travel – Requires Office of Safety approval

• Accounting Dates will need to be updated when the expense report crosses months
Questions?

und.pps@und.edu