

“How to Process ...”

Travel- Employee – Lodging

Preferred method of payment for employee lodging when traveling is a University Purchasing Card (P-Card). Direct billing of lodging to the University is not allowed without written permission from Procurement & Payment Services.

Lodging in the state of North Dakota may not exceed 90% of the GSA reimbursement rate for ND plus applicable taxes. The GSA publishes various rates for different cities/counties within the state. Please check the GSA website to verify the allowed rate for the city/county you are lodging in <http://www.gsa.gov/portal/category/21287>.

Lodging outside the state of North Dakota will be paid at the actual rate of the lodging.

- Purchase the lodging charging your department’s P-Card
- The business purpose of the travel **must be documented**.
- Attach the detailed lodging receipt to the Statement of Account for the P-Card charged with the expense

Lodging may also be reimbursed to an employee

- The request for reimbursement must be submitted via the Travel & Expense module in PeopleSoft Finance. (All travel expenses for one trip can be submitted on the same expense report)
- Please reference the Travel & Expense User Guide for instructions on entering an expense report
- The business purpose of the travel **must be documented**.
- Attach the detailed lodging receipt to the expense report (receipt should show that the lodging was paid in full)
- Traveler must be the one to submit the expense report. This electronic submittal is accepted as the signature of the traveler.

When traveling with another University employee and sharing a room.

- Employees must split the lodging expense evenly (ask the lodging establishment for a split bill), and equal reimbursement must be made to the employees incurring the expenses. Reimbursement for each employee may not be more than the State rate.
- If reimbursement for double occupancy is at the State rate, reimbursement must be made to one employee – the employee that paid the total expense.

The University does not pay/reimburse any travel expenses for a spouse or traveling companion.



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Please contact your Grant and Contracts Officer **prior to** scheduling any travel to be paid for with Grant funds.

Process to obtain a waiver when unable to secure the ND state rate

In-state and out-of-state lodging payment or reimbursement is governed by N.D.C.C. 44-08-04. Per NDUS procedure 806.1 number 11 “Payment or Reimbursement of Meals and Other Travel or Institutional Expenses”, the following exception for in-state lodging may be granted:

- In the unlikely situation an employee cannot find lodging at 90% of the GSA rate, a request for an exception to the in-state lodging rate may be submitted. To obtain the exception, the following process needs to be followed:
 - **Prior** approval must be obtained from Procurement & Payment Services.
 - The request must document:
 - Name of the employee
 - City traveling to
 - Dates of lodging
 - Minimum of three lodging establishments names and local phone numbers (please indicate if traveling to a ND community that does not have three lodging facilities)
 - Rates quoted for dates of lodging (or if there were no rooms available)
 - This documentation must be attached to the expense report.
 - Occasionally, additional documentation will be requested to ensure the most cost-effective rates possible were obtained.