



“How to Process ...”

Travel- Employee – Meals

Meal reimbursement is allowed if travel – away from the normal place of employment – is for four hours or more, or if overnight travel is required. Receipts are not required for meal reimbursements. UND reimburses employees while engaged in business travel based on per diem. Per diem rates are determined by quarters of a day.

Quarter Time	Spanned by Quarter	In-State Per Diem	Out-of-State Per Diem
First Quarter	6:00 a.m. – 11:59 a.m.	\$7.00	20 % of GSA rate
Second Quarter	12:00 p.m. – 5:59 p.m.	\$10.50	30 % of GSA rate
Third Quarter	6:00 p.m. – 12:00 a.m.	\$17.50	50 % of GSA rate

*GSA Links below

- 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**.
- Traveler must be the one to submit the expense report. This electronic submittal is accepted as the signature of the traveler.

The University does **NOT** reimburse any travel expenses for a spouse or traveling companion.

The University does **NOT** allow the purchase of food on a University Purchasing Card.

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

*Links to GSA rates:

Continental U.S. (Use the M&IE Rate column only): <http://www.gsa.gov/portal/category/21287>

International (& Hawaii): <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>