



“How to Process ...”

Travel - Employee – Mileage

University employees are to use a state-owned vehicle (State Fleet) for business travel whenever possible. The use of a vehicle other than State Fleet must be approved by the employee’s supervisor.

A UND department may pay a personal mileage rate less than the established mileage rates. If travel by motor vehicle exceeds any geographical point 300 miles beyond the borders of North Dakota, reimbursement is limited to \$.18 cents per mile for miles driven beyond the 300 miles from the North Dakota border.

- 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.

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