

“How to Process ...”

Travel-Non-Employee

Non-Employees of the University may be reimbursed for travel expenses incurred while on University business. Allowable reimbursements include mileage, meals, lodging, and airfare/rail. If the individual is an employee of the State of North Dakota, but not a UND employee, lodging, meals, and mileage are limited to the published employee in-state reimbursement rates.

- Complete and submit a Non-Employee/Student Travel Expense Worksheet attaching all receipts/supporting documentation via the electronic payment process (Perceptive Content).
- The business purpose of the travel **must be documented**.
- **Meals** may be reimbursed up to the GSA per diem rates without receipts. If reimbursing the actual meal cost, original receipts are required (and amounts may not exceed the GSA rate). We encourage departments to pay the ND rate, not the GSA rate.
- **Lodging** may be reimbursed at the actual expense amount with a detailed original receipt. Lodging may also be direct billed to the University by completing a Direct Billing of Lodging form and submitting it to Procurement & Payment Services for approval PRIOR TO TRAVEL. UND encourages non-employees to try and obtain the ND in-state lodging rate. The current rate is posted on the Procurement & Payment Services web page.
- **Air/Rail** travel may be reimbursed with an attached itinerary/invoice which details the dollar amount paid. UND only reimburses for economy (formerly coach) class rates – first class/business class upgrades are not reimbursed. Departments may also purchase the non-employee’s Air/Rail ticket using their departmental P-Card.
- **Other travel expenses** may be reimbursed. Original receipts are required.
- Traveler’s Signature is required (signature stamps are not allowed)

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