



## ***“How to Process ...”***

### Travel- Employee – Other Expenses

Receipts are required for all miscellaneous business travel reimbursements except for taxi or cab fares of \$10 or less. Preferred method of payment for taxis, rental cars, and parking is the University Purchasing Card. Miscellaneous reimbursements may include but are not limited to taxis, rental cars, parking fees, internet charges, copies, faxes, shipping, long distance phone calls, and postage.

Detailed receipts for travel charges made on the purchasing card should be attached to the monthly Statement of Account and the business purpose of the travel **MUST** be documented.

Additional insurance for rental cars is **NOT** reimbursed. Contact UND Risk Management for more information related to vehicle liability on state-rented vehicles.

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

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