



“How to Process ...”

Travel-Student

Students may be reimbursed for travel expenses incurred while on University business. Allowable reimbursements include mileage, meals, lodging, and airfare/rail.

- 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 students to pay the ND rate, not the GSA rate for student meals in ND.
- **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 students 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 to the student with an attached itinerary/invoice which details the dollar amount paid. UND only reimburses for economy (formerly coach) class rates – first class and business class upgrades are not reimbursed. Departments may also purchase the students 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.