



## ***“How to Process ...”***

### Travel- Employee – Lodging

Preferred method of payment for employee lodging when traveling is a University Purchasing Card (P-Card).

Lodging in the state of North Dakota may not exceed 90% of the GSA reimbursement rate for ND plus applicable taxes. The GSA publishes various rates for different cities/counties within the state. Please check the GSA website to verify the allowed rate for the city/county you are lodging in

<http://www.gsa.gov/portal/category/21287>).

Lodging outside the state of North Dakota will be paid at the actual rate of the lodging.

- Purchase the lodging charging your university P-Card
- The business purpose of the travel **must be documented**.
- Attach the detailed lodging receipt to the Statement of Account for the P-Card charged with the expense

Lodging may also be reimbursed to an employee

- 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 lodging receipt to the expense report (receipt should show that the lodging was paid in full)
- Traveler must be the one to submit the expense report. This electronic submittal is accepted as the signature of the traveler.

When traveling with another University employee and sharing a room.

- Employees must split the lodging expense evenly, and equal reimbursement must be made to the employees incurring the expenses. Reimbursement for each employee may not be more than the State rate.
- If reimbursement for double occupancy is at the State rate, reimbursement must be made to one employee – the employee that paid the total expense.

The University does not pay/reimburse any travel expenses for a spouse or traveling companion.

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Consult with a grants officer in Grants & Contracts Accounting to determine if a travel expense on a sponsored project is allowable.

The following exception for in-state lodging may be granted:

- In the unlikely situation an employee cannot find lodging at 90% of the GSA rate, a request for an exception to the in-state lodging rate may be submitted. To obtain the exception, the following process needs to be followed:
  - Prior approval must be obtained from Procurement & Payment Services before the travel occurs.
  - The request must document:
    - Name of the employee
    - City traveling to
    - Dates of lodging
    - Minimum of three lodging establishments names and local phone numbers (please indicate if traveling to a ND community that does not have three lodging facilities)
    - Rates quoted for dates of lodging (or if there were no rooms available)
  - This documentation must be attached to the expense report.
  - Occasionally, additional documentation will be requested to ensure the most cost-effective rates possible were obtained.