

“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 Student Reimbursement Worksheet attaching all receipts/supporting documentation via Payment Request Form in Jaggaer.
- 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). Students are to be reimbursed 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. Departments may also purchase the students lodging using their university P-Card. 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 university P-Card.
- **Other travel expenses** may be reimbursed. Original receipts are required.
- Traveler’s Signature is required (signature stamps are not allowed)

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

STUDENT REIMBURSEMENT WORKSHEET

****Form must be completed and attached to Payment Request Form in Jaggaer****

	XXX-XX-
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NAME Last 4 digits of SOCIAL SECURITY NUMBER (Required for all US Citizens)

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ADDRESS CITY STATE ZIP

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Purpose of Expense:

EXPENSES TO BE REIMBURSED:

MISC PAYMENTS/STIPENDS:

Please list each expense and applicable amount

Misc Payment Total

Description _____

Description _____

TRAVEL EXPENSES: (account 521105)

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Date of Departure Time of Departure (xx:xx am/pm) Date of Return Time of Return (xx:xx am/pm)

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Destination (City, State, Country)

MEALS: (per diem based on current in-state and out-of-state rate listings): **Receipts are not required for meals**

	Rate		# of Meals		Total
Breakfast:	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
Lunch:	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
Dinner:	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
Meal Total					<input type="text"/>

MILEAGE: (GSA rate) **Receipts are not required for mileage**

Total Miles		Rate		Mileage Total
<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>

LODGING: (Do not include lodging expense if directly paid by UND)

Lodging Total
<input type="text"/>

AIRLINE: (Do not include ticket expense if directly paid by UND)

Electronic Ticket Invoice required.

Airline Total
<input type="text"/>

TOTAL AMOUNT TO BE REIMBURSED:

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(Should equal sum of all categories above and should equal amount of requested reimbursement)

I hereby certify this itemized statement representing a claim for per diem, mileage and /or travel expenses or combination thereof is truthful and accurate. All expenses claimed have not been paid by the state through direct payments to the hotel or with a state credit card and is not a duplicate payment.

Student's Signature (in ink)

Date: MM/DD/YYYY