SUMMARY TABLE OF ALLOWABLE TRAVEL EXPENSES (for employees)					
Expense	Reimbursable?	Receipt needed if paid with personal funds?	Receipt needed if paid with P- Card? (Direct billed to UND)	Comments	
irfare / Rail Transpor	tation				
Ticket Cost	Yes (limited to economy class only)	Yes	Yes	One of the following must be provided: * Invoice/Itinerary from the airline/railroad showing departure/arrival locations and dates, class, and amount paid. * Airline or rail ticket (paper) - extra charge for paper ticket is not reimbursable * PCard purchase requires the invoice/itinerary and a documented business purpose for the trip	
Change Fees	Yes	Yes	Yes	Change of ticket must be made for justifiable business reason or personal emergency.	
Baggage	Yes (first piece)	Yes	Yes	Reimbursement for additional pieces must have proper justification.	
Seat Assignment	Yes (with justification)	Yes	Yes	Seat assignment fee is considered a personal preference. It is reimbursed business purpose	
Trip Insurance	Yes (with justification)	Yes	Yes	Trip Insurance is reimbursed by UND with a documented business purpose	
Mileage- Personal Aircraft	Yes (with limits)			Reimbursement is at 1 1/2 times the personal vehicle mileage rate and tot reimbursement may not exceed cost of regular coach fare on a commercia flight.	
Chartered Flight	Yes (with limits)	Yes		Reimbursement may not exceed cost of regular coach fare on a commercial flight.	
odging			-		
Room Charges-In State	Yes	Yes	Yes	Limited to 90% of GSA Rate for ND (see ND Lodging Per Diem table for exact rates). Original itemized Receipt is needed. Please note exception for room sharing in detailed policy.	
Room Charges- Out of State	Yes	Yes	Yes	Original itemized Receipt is needed. Please note exception for room sharing in detailed policy.	
Lodging for Spouse/Companion	No			Spouse or traveling companion expenses are not eligible for reimbursement.	
Late Check Out	No			May be considered with documentation of a valid business purpose.	

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ls						
In-State	Yes	No		Meals are based on \$35.00 per 24 hour per diem ★ 6:00 a.m 11:59 a.m. \$7.00 (20% of total) ★ Noon - 5:59 p.m. \$10.50 (30% of total) ★ 6:00 p.m Midnight \$17.50 (50% of total)		
Out-of-State	Yes	No		Reimbursement rates are based on US General Services Administration (GSA) with the same % of total per meal as In-State. Use the following for USA Travel & the M&IE RATE column - Any city or county not listed \$51/day. GSA Domestic Per Diem Rates		
International (& outside continental U.S.)	Yes	No		To find the applicable meal rates outside the contiguous 48 states, use following website and as of 01/01/2016, use the total of columns titled "Local Meals" and "Local Incidental". Per Diem Outside Continental 48 States		
al Car						
Rental Cost	Yes	Yes	Yes	Original itemized receipt is needed. UND has agreements with Enterprise/National, and Hertz. Within the state of ND, a rental car monly be used if a State Fleet vehicle is not available and requires prior approval from State Fleet Director.		
Insurance	Limited - check with Risk Management	Limited - check with Risk Management	Limited - check with Risk Management	UND has insurance that provides all the insurance required by rental agencies UND contracts with.For other rental companies and rentals in foreign countries (contact Risk Management for more info).		
Gas	Yes	Yes	Yes	Original paid gas receipt.		
GPS	Yes	Yes	Yes			

Bellman / Maid Yes (only if mandatory) Yes Copies Yes Yes Yes Currency Exchange Fees Pees The fee must be prorated for the currency used for busine	SUMMARY TABLE OF ALLOWABLE TRAVEL EXPENSES (for employees)						
Copies Yes Yes Yes The fee must be prorated for the currency used for busines fees Data Hookup Charges Yes (prorated) Taxi Cab Yes Yes Yes The fee must be prorated for the currency used for busines fees Yes (prorated) Yes Yes The fee must be prorated for the currency used for busines fees The fees must be prorated for the currency used for busines fees The fees fees The fees for the currency used for busines fees The fees for busines fees for busines fees for the business travel is required. Documentation from a physician indicating the specific im necessary for the business travel is required. May be allowed if included on lodging invoice - must be fees for extended travel. Parking Yes (limited to extended travel) Yes Yes Yes Yes Yes Please reference the Affirmative Action website for detail fees for detail fees for the fees for	Expense	Reimbursable?	if paid with	if paid with P- Card? (Direct billed	Comments		
Copies Yes Yes Yes The fee must be prorated for the currency used for busines fees Data Hookup Charges Yes (prorated) Yes Yes Fax Yes Yes Yes Immunizations Yes (if required for travel) Yes Documentation from a physician indicating the specific imnecessary for the business travel is required. Internet Yes Yes Limited May be allowed if included on lodging invoice - must be for Laundry Hes (limited to extended travel) Parking Yes Yes Yes Yes Passport / Visa Yes Yes Yes Personal Care Assistants Registration Fees Yes Yes Yes Yes Please reference the Affirmative Action website for detail Registration Fees Yes Yes Yes Shipping or mailing of business items only. Taxi Cab Yes No (if fare is less than S10) Yes (if fare is fis or S10) Yes (if fare is fis fine is fine is fine is fine is fine in the currency used for busines travel is required. Internet Yes (if internet Yes	ellaneous/Other E	xpenses					
Currency Exchange Fees Data Hookup Charges Yes Yes Yes Yes Immunizations Yes (if required for travel) Internet Yes Yes Yes Yes Limited May be allowed if included on lodging invoice - must be for extended travel) Parking Yes Yes Yes Yes Yes Limited Yes Passport / Visa Personal Care assistants Registration Fees Yes Shipping/Postage Yes Yes Yes Yes Yes Yes Yes Y	Bellman / Maid	Yes (only if mandatory)	Yes				
Fees Yes (prorated) Yes The fee must be prorated for the currency used for business. Data Hookup Charges Yes Yes Fax Yes Yes Documentation from a physician indicating the specific imnecessary for the business travel is required. Internet Yes Yes Limited May be allowed if included on lodging invoice - must be for extended travel. Laundry Yes (limited to extended travel) Yes Laundry charges will be reviewed on a case by case basis. be used for extended travel. Parking Yes Yes Yes Passport / Visa Yes Yes Please reference the Affirmative Action website for detail. Personal Care assistants Yes Yes Please reference the Affirmative Action website for detail. Registration Fees Yes Yes Shipping or mailing of business items only. Telephone Yes (with limits) Yes Shipping or mailing of business items only. Business calls will be reimbursed at actual amount with repersonal call per day is allowed with a reimbursement limit Lodging receipt or cell phone statement detailing the call Lodging receipt or cell phone statement detailing the call Ves (if fare is \$10 or Yes (if fare is \$1	Copies	Yes	Yes				
Fax Yes Yes Documentation from a physician indicating the specific imnecessary for the business travel is required. Internet Yes Yes Limited May be allowed if included on lodging invoice - must be for travel) Yes (limited to extended travel) Parking Yes Yes Yes Yes Passport / Visa Yes Yes Yes Personal Care assistants Registration Fees Yes Yes Yes Shipping/Postage Yes Yes Yes Telephone Yes (with limits) Yes (with limits) Yes No (if fare is less than 510) or Yes (if fare is \$10 or Yes (if far		Yes (prorated)	Yes		The fee must be prorated for the currency used for business expense		
Immunizations Yes (if required for travel) Yes Yes Yes Yes Limited May be allowed if included on lodging invoice - must be form travel) Yes (limited to extended travel) Parking Yes Yes Yes Yes Yes Yes Yes Passport / Visa Personal Care assistants Registration Fees Shipping/Postage Yes Yes Yes Yes Yes Yes Yes Y	Data Hookup Charges	Yes	Yes				
Internet Yes Yes Yes Yes Yes Limited May be allowed if included on lodging invoice - must be for Laundry Yes (limited to extended travel) Parking Yes Yes Yes Yes Yes Passport / Visa Personal Care assistants Registration Fees Shipping/Postage Yes Yes Yes Yes Yes Yes Yes Y	Fax	Yes	Yes				
Laundry Yes (limited to extended travel) Parking Passport / Visa Personal Care assistants Registration Fees Yes Yes Yes Yes Yes Yes Yes	Immunizations	Yes (if required for travel)	Yes		Documentation from a physician indicating the specific immunization necessary for the business travel is required.		
Taxi Cab Parking travel) Yes Yes Yes Yes Yes Yes Yes Ye	Internet		Yes	Limited	May be allowed if included on lodging invoice - must be for UND bus		
Personal Care assistants Registration Fees Yes Yes Yes Yes Yes Yes Yes Yes Yes	Laundry	•	Yes		Laundry charges will be reviewed on a case by case basis. They shou be used for extended travel.		
Personal Care assistants Registration Fees Yes Yes Yes Yes Shipping/Postage Yes Yes Yes Shipping or mailing of business items only. Business calls will be reimbursed at actual amount with repersonal call per day is allowed with a reimbursement lime. Lodging receipt or cell phone statement detailing the call No (if fare is less than \$10) Yes (if fare is \$10 or Yes (if fare is \$10 or Yes (if fare is \$10 or \$10.00)	Parking	Yes	Yes	Yes			
Assistants Registration Fees Yes Yes Yes Yes Yes Shipping/Postage Yes Yes Shipping or mailing of business items only. Telephone Yes (with limits) Yes No (if fare is less than \$10) Yes (if fare is \$10 or Yes (if fare is \$10 or \$10.00) Yes (if fare is \$10 or \$10.00) Yes (if fare is \$10 or \$10.00) Please reference the Affirmative Action website for detail.	Passport / Visa	Yes	Yes				
Shipping/Postage Yes Yes Yes Shipping or mailing of business items only. Business calls will be reimbursed at actual amount with repersonal call per day is allowed with a reimbursement lim Lodging receipt or cell phone statement detailing the call No (if fare is less than \$10) Yes (if fare is \$10 or Yes (if fare is \$10 or Yes (if fare is \$10 or \$10.00)		Yes	Yes		Please reference the Affirmative Action website for details on allowa		
Telephone Yes (with limits) Yes No (if fare is less than \$10) Yes (if fare is \$10 or Yes (if fare is	Registration Fees	Yes	Yes	Yes			
Telephone Yes (with limits) Yes Personal call per day is allowed with a reimbursement lim Lodging receipt or cell phone statement detailing the call No (if fare is less than \$10) Yes (if fare is \$10 or Yes (if fare is \$10 or Yes (if fare is \$10 or \$10.00)	Shipping/Postage	Yes	Yes		Shipping or mailing of business items only.		
Taxi Cab Yes \$10) Yes (if fare is \$10 or Ye	Telephone	Yes (with limits)	Yes		Business calls will be reimbursed at actual amount with receipt, one personal call per day is allowed with a reimbursement limit of \$20.00 Lodging receipt or cell phone statement detailing the call must be pr		
	Taxi Cab	Yes	\$10) Yes (if fare is \$10 or	\$10) Yes (if fare is \$10 or	Per NDCC cab or taxi fares do not require a receipt if they are less th \$10.00		
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