

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
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Airfare / Rail Transportation

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 by UND with a documented 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 total reimbursement may not exceed cost of regular coach fare on a commercial flight.
Chartered Flight	Yes (with limits)	Yes		Reimbursement may not exceed cost of regular coach fare on a commercial flight.

Lodging

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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Meals

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 link for USA Travel & the M&IE RATE column - Any city or county not listed is \$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 the 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

Rental 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 may only 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	

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Miscellaneous/Other Expenses

Bellman / Maid	Yes (only if mandatory)	Yes		
Copies	Yes	Yes		
Currency Exchange Fees	Yes (prorated)	Yes		The fee must be prorated for the currency used for business expenses only
Data Hookup Charges	Yes	Yes		
Fax	Yes	Yes		
Immunizations	Yes (if required for travel)	Yes		Documentation from a physician indicating the specific immunizations necessary for the business travel is required.
Internet	Yes	Yes	Limited	May be allowed if included on lodging invoice - must be for UND business
Laundry	Yes (limited to extended travel)	Yes		Laundry charges will be reviewed on a case by case basis. They should only be used for extended travel.
Parking	Yes	Yes	Yes	
Passport / Visa	Yes	Yes		
Personal Care assistants	Yes	Yes		Please reference the Affirmative Action website for details on allowability.
Registration Fees	Yes	Yes	Yes	
Shipping/Postage	Yes	Yes		Shipping or mailing of business items only.
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 provided.
Taxi Cab	Yes	NO (if fare is less than \$10) Yes (if fare is \$10 or greater)	NO (if fare is less than \$10) Yes (if fare is \$10 or greater)	Per NDCC cab or taxi fares do not require a receipt if they are less than \$10.00

Last update: 01/31/2018