# INSTRUCTIONS FOR TRAVEL

1. Each state employee claiming travel expense reimbursement shall submit only one claim for each calendar month, except if an individual incurs $100 or more of travel in the first half of the month, two claims may be made for that month. Submit original form to the business office. Grant and Appropriation funds may be paid on the same form. Required receipts must be attached. Only one month per voucher do not combine months.
2. Information on vouchers should be typewritten. They can be filled in online and printed.
3. Receipts are required for each expenditure for commercial transportation except taxi fare of $10.00 or less. Receipts are required for each miscellaneous expenditure exceeding $10.00. List taxi, bus, etc., under miscellaneous in column 13 and explain miscellaneous expenses detail box.
4. All receipts for lodging must be original receipts. Credit card charges for lodging cannot be submitted for receipts.
5. Purpose of travel and other explanation of expenses shall be entered in the space provided for this purpose.
6. Total dollar amounts itemized in columns 4 through 13 less non-reimbursable amounts must be entered in the spaces provided to arrive at “Net Expense Reimbursement.”
7. Account Code 521035 (taxable)—Meal reimbursements that do not involve “overnight lodging” are reported as taxable gross income on the employee’s W-2 and are subject to withholding and employment taxes. Any in-state meal reimbursements with a lodging receipt for the trip are included under Account Code 521020. If there was no lodging receipt, use Account 521035.

# IN-STATE TRAVEL

1. Personal vehicle mileage is .40 cents per mile. 56 cents per mile if no state car is available.
2. Maximum daily reimbursement for meals and lodging is as follows. Employees must be away from normal place of employment a minimum of four hours to receive any reimbursement. Departure and return times must be listed.

1st quarter 6:00 a.m. to 12:00 noon—Breakfast………………………...$7.00 – must leave by 7 A.M.

2nd quarter 12:00 noon to 6:00 p.m.—Lunch……………………………$10.50

3rd quarter 6:00 p.m. to 12:00 midnight—Dinner ……………………..$17.50– must return after 7 P.M. or after

4th quarter 12:00 midnight to 6:00 a.m. (MAXIMUM)—Lodging……$74.70 plus tax

 Receipts are not required for meals. Original lodging receipts are required. All lodging reimbursed at actual cost up to the maximum plus any additional applicable state or local taxes on lodging.

1. Please contact the business office to insure you are requesting the correct per-diem for meals and lodging.

# OUT-OF-STATE TRAVEL

1. If only one person engages in travel exceeding any geographic point 300 miles beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out–of-state portion of the travel beyond the first

300 miles.

(NDSU Interpretation)

When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by 300 miles. When only one person travels outside the state of North Dakota and uses their own vehicle, their miles traveled within the 300 mile expanded border, the employee may be reimbursed at the 56.5 cents (for travel prior to 01/01/2014) or 56.0 cents (for travel on or after 01/01/2014) per mile rate. This includes both the departure and return parts of the trip.

When two or more state employees travel in the same vehicle, the per mile allowance is 56.5 cents (for travel prior to 01/01/2014) or 56.0 cents (for travel on or after 01/01/2014). State employees accompanying the vehicle owner must be listed on the travel voucher.

1. Standard allowance for meals varies per location. Actual receipted lodging expenses will be reimbursed. Standard daily reimbursement for meals and lodging is $46.00 per day unless listed in the U.S. cities and foreign travel section 172.
2. Please contact the business office to insure you are requesting the correct per-diem for meals and lodging.
3. Each travel voucher with out-of-state travel must be accompanied by an Out-of-State Authorization approved by the Dean’s Office.