

General Policy - Reimbursement of Expenses for Travel

Policy:

College employees are authorized to receive a reimbursement for travel expenses incurred while on official College business.

Authorization for Travel:

All travel and related expenditures must be authorized by the employee's supervisor.

Registration Fees:

1. Written approval must be obtained from the employee's supervisor prior to attending any meeting, seminar or conference.
2. Registration fees of \$25 and less should be paid by the employee who will attend the meeting, and will be reimbursed on a travel expense voucher.

Reimbursement for Meals and Lodging:

1. Employees will receive reimbursement for expenses of meals and lodging while an employee is away from his/her normal working and living residence.
2. If a meal is included in a registration fee, the applicable quarter allowance cannot be claimed for the meal. Actual cost of banquets is reimbursable with documentation and receipt if not paid with registration.
3. Meal reimbursement is allowed only for overnight travel and other travel while away from the normal place of employment for four hours or more. Employees will not be reimbursed for the first quarter if travel began after 7:00 a.m. In order to claim expenses for the second and third quarters, the employee must have been in travel status one hour after the start of the quarter being claimed. The employee must be in travel status for four hours or more to claim meal reimbursements.
4. The maximum expense allowance for each quarter of any twenty-four hour period is as follows:

<u>MEAL ALLOWANCE</u>	<u>IN-STATE</u>	<u>OUT OF STATE</u>
First quarter - 6 a.m. - 12 noon	\$ 5.00	20% of per diem
Second quarter - 12 noon - 6 p.m.	\$ 7.50	30% of per diem
Third quarter - 6 p.m. - 12 midnight	\$12.50	50% of per diem

Out-of-state per diem allowance varies from \$39 to \$64 depending on the location. Call the Accounts Payable Associate (Ext. 4-5406) for the rates applicable to your destination or they can be found at <http://www.nd.gov/fiscal/accounting/rates/> on the Internet.

1. Fourth quarter - in-state lodging; 12 midnight - 6 a.m. (maximum): \$63 plus state and local tax. Out-of-state lodging; 12 midnight - 6 a.m. actual.
 - a. Any meal reimbursement incurred where an overnight rest period is not involved results in the meal allowance being treated as taxable income to the employee. (Non-overnight meal expenses are not deductible for individual income tax purposes.)
2. Employees shall not be reimbursed for the first quarter if the travel began after 7:00 a.m.
3. Verification of claims via receipt is not required for the first three quarters but is required for lodging.
4. Before reimbursement shall be made, the employee shall file an itemized travel reimbursement form provided by Accounts Payable, showing mileage traveled, the hour of departure and return, the day when and how traveled, the purpose of the travel, and such other information and documentation as may be appropriate. In addition, if the reimbursement is in connection with a seminar or conference a copy of the seminar or conference brochure must be attached to the travel expense voucher. Statements such as to attend a meeting, etc. will not be accepted as sufficient documentation as purpose of travel. Complete explanations and documentation are required.
5. If an employee is not claiming reimbursement for lodging, state so with reason; otherwise meals will be taxable on overnight stays.

Travel Advances:

1. Advance payment for travel is prohibited except for the following:
 - a. Conference registration fees.
 - b. Transportation charges when required by the carrier.
 - c. Group travel arrangements for authorized student teams or other authorized student group travel which has been approved in advance.

Travel in Bismarck:

1. Necessary official travel by an employee in Bismarck will be reimbursed at a rate of \$0.50 per mile.
2. Mileage from a normal work station to a conference or meeting is reimbursed, if the employee reports to work prior to attending the meeting. However, mileage for travel from an employee's residence directly to the conference/meeting site or the Bismarck airport is not reimbursable, since it is considered "normal commuting" travel.

Out of State Travel Authorization:

1. No expenses for out of state travel shall be allowed unless authorization for such travel has been granted in advance, on forms provided by Accounts Payable.
2. Out of state travel authorizations must be submitted to the employee's supervisor a minimum of seven workdays prior to the date of travel. Also, the authorization must

be submitted prior to the purchase of airfare or other travel tickets.

3. Out of state authorization with a foreign destination must be signed by the dean (if applicable), Vice President and the President of the College.
4. Out of state authorization is not required where travel does not proceed beyond a geographic point 150 miles from the state border, provided that in-state reimbursement rates are used.

Taxi Fares:

Employees may be reimbursed for actual taxi fares paid while in travel status. All claims for individual fares in excess of \$10 must be supported by a receipt.

Commercial Air Travel:

1. Employees may be reimbursed for the actual airfares paid for travel on official state business. Use of personal vouchers and coupons is not considered as airfare paid and will not be reimbursed. Proper supporting documentation and travel itinerary from the travel agent must be attached to the travel expense voucher as a receipt.

2. Frequent flyer policy adopted by the Chancellor's Cabinet:

"When a free ticket is issued as a result of institutional travel, the ticket shall be used for future institutional travel by the employee or by another employee in the same organizational unit: except when an employee pays for at least one-half of his/her airfare from personal funds in which case all mileage credits revert to the employee."

The intent of this policy is that it is the responsibility of the employee to use free tickets issued as a result of miles accumulated on institutional travel on their next institutional trip. Employees who pay airfare with personal funds and are in turn reimbursed by the College must use those mileage credits for college travel.

Personal Vehicle Usage:

1. All employees are expected to use a College or state fleet vehicle if one is available for use.
2. Reimbursement for mileage for use of a personal vehicle is allowed at a rate of \$.50 per mile to a geographic point 300 miles from the borders of the state, and \$.18 per mile for the remaining distance. Mileage is payable only to the owner or lessee of the vehicle.
3. If more than one state employee travels in the same vehicle, \$.50 per mile will be allowed for the entire trip.
4. If a personal vehicle is used in lieu of air travel, for the employee's convenience, meals and motel expenses will be allowed for a maximum of one day each way. However, the maximum the employee will be reimbursed will be the lesser of the costs incurred from the usage of the vehicle or from the costs of the air travel.

College Vehicle Usage:

1. Employees will receive a packet with a credit card for the vehicle which is checked out for expenses incurred when using a College or state fleet vehicle.

2. If an employee incurs expenses for the operation of a College or state fleet vehicle, they must present a receipt for those expenses before they will receive a reimbursement.
3. Any parking tickets received while the vehicle is assigned to an employee will be the responsibility of that employee. If the College must pay for a parking ticket, the employee will be assessed a fine of three times the amount of the ticket, but not less than \$20. This fine will be deducted directly from the employees' payroll.

Parking Fees:

1. Parking fees may be claimed only with a receipt for parking a personal car or rental car at hotels/motels (when the fourth quarter is claimed) and at airports. The mileage allowance is intended to cover all expenses for the use of a personal car.
2. Parking fees for state vehicles will be permitted with a receipt.

Lodging Receipts and Payments:

1. Only receipts from bona fide lodging establishments will be accepted for reimbursement. Receipts from relatives for the provision of lodging services will not be acceptable. The receipt must be the official receipt from the lodging establishment and not a charge slip from a credit card system.
2. When accompanied on a state authorized trip by a spouse or traveling companion, the employee must have the lodging establishment clearly certify the room rate for a single person and only that amount may be claimed.
3. If two employees are sharing lodging accommodations, the actual cost of the room must be split evenly.

Telephone Expenses:

1. Employees will be reimbursed for telephone calls made to their city of residence while in travel status, subject to the following provisions and limitations:
 - a. Reimbursement will be limited to \$5 per day. Allowance for calls not made on one day cannot be carried forward and used on another day. For example, if an employee did not make a call on Monday, the employee cannot claim \$10 for calls made on Tuesday.
 - b. An overnight stay is required to claim this expense. A claim for reimbursement may only be made when an employee can claim the fourth quarter.
 - c. A claim for this expense may not be made for "free minutes" used on a personal cellular phone.
 - d. In order to claim this expense, the charge must appear on the receipt submitted for lodging, or on a separate receipt. A receipt for calling cards may also be reimbursed.
 - e. If an employee utilizes a college-provided cell phone, under Option 2 or 3 of the Communication Equipment & Services Policy, one call home per day from this phone is allowable in lieu of the \$5/day stipend.

Miscellaneous Charges on Travel Vouchers:

1. On travel expense vouchers, whenever a charge is made under the "Miscellaneous" column, it requires detailed explanation and a receipt must be attached if the item is greater than \$2.
2. Examples of non-reimbursable expenses are:
 - Alcoholic beverages
 - Entertainment
 - Late check-out and room guarantee charges
 - Parking tickets or other traffic tickets laundry

Car Rentals:

1. The College will reimburse an employee for a car rental in North Dakota if the employee used an aircraft to get to his/her destination, and if the use of the vehicle is sufficient to justify that mode of travel instead of a taxi.
2. The College will reimburse an employee for a car rental while traveling out-of-state under the following circumstances only:
 - a. Its use was clearly contemplated within the request for out-of-state travel authorization
 - b. In an emergency situation (which must be clearly described with the travel expense voucher)
3. It is not necessary to buy insurance on the rental car. State employees are covered under the insurance of the state fleet while on state business.

Policy Deviations:

All deviations from or exceptions to this policy must be approved by the Associate Vice President for Finance and Operations.

Reference:

Fiscal and Administrative Policies - ND Office of Management and Budget

History of This Policy:

First policy draft July 1, 1979.

Revisions - July 1, 1981; July 22, 1983; January 7, 1986; July 1, 1987; July 11, 1988; November 8, 1988; November 13, 1989; January 19, 1990; June 1, 1990; November 14, 1990; November 8, 1991; August 4, 1993; August 9, 1994; February 10, 1997; March 26, 1997; August 12, 1997; July 21, 1998; March 8, 1999; September 13, 1999, March 21, 2000; April 18, 2001, July 6, 2001, August 1, 2001; January 7, 2003; January 12, 2004; August 1, 2005; August 1, 2007; August 1, 2009; Reviewed by the Operations Council on December 4, 2009 and approved by the Executive Council on December 7, 2009; February 9, 2010 (effective January 1, 2010).