

Overview:

The College of Education & Human Development follows established processes and guidelines for payment or reimbursement of travel and other institutional expenses associated with travel for employees, non-employees, and students.

Resources:

<https://campus.und.edu/finance/procurement-and-payment-services/travel.html>

<https://campus.und.edu/finance/procurement-and-payment-services/files/docs/guidance/travel/travel-tables-07-13-2017.pdf>

Contacts:

For Form Completion & General Travel Questions	Heather Lotysz	Heather.lotysz@UND.edu 701.777.4324
For Travel Booking with a UND P-Card	Heather Lotysz	Heather.lotysz@UND.edu 701.777.4324
For General Funding Questions	Chelsea Larson	Chelsea.larson@UND.edu 701.777.3612
For Grant Funding Questions	Kim Keeley	Kim.keeley@UND.edu 701.777.0844

Travel Policy:

Reimbursement

- Reimbursement for travel will occur *after* the travel/conference has occurred. If an employee wishes to avoid a delay in reimbursement, he/she can request that a UND P-Card be used to book conference registration, hotel, and/or air transportation in advance.

Bookings

- Employees are required to book directly with an airline and/or hotel rather than third party vendors (such as Orbitz, Expedia, Priceline, etc.). This is because an itemized receipt is required for reimbursement. This means the receipt must include a detailed description of all taxes and fees. Third party vendors do not provide receipts that meet these audit requirements; therefore, the employee may not be eligible to receive a reimbursement.
- AirBnB – If an employee stays in an AirBnB rather than a hotel, the traveler must provide documentation on why this option was less expensive than a hotel stay.
- If an employee books travel from an airport outside of Grand Forks, the employee must provide documentation on why the flight was less expensive than a flight from Grand Forks. This cost

Employee Travel Policy & Procedure (cont'd)

difference must account for the cost of mileage to/from the airport as well as airport parking.

Meals

- Only meals not covered by the hotel or conference will be reimbursed. Do not include covered meals on the CEHD Employee Travel Authorization Form.
- Meals are reimbursed on travel dates according to the quarters of travel:
 - First Quarter (Breakfast – 20%): 6 am – 11:59 am
 - Second Quarter (Lunch – 30%): 12 noon – 5:59 pm
 - Third Quarter (Dinner – 50%): 6 pm – 11:59 pm

Mileage

- CEHD employees are encouraged to use state fleet vehicles for local travel. If a CEHD employee chooses to use their personal vehicle rather than a state fleet vehicle without a valid business purpose to do so, mileage will be reimbursed at the current state fleet sedan rate, not the personal vehicle rate.
- If a state fleet vehicle is needed, CEHD requires that sedans be used unless a documented business purpose requires the use of a larger vehicle.

Travel Procedures:

1. Faculty and staff should review the [Summary Table of Allowable Travel Expenses](#) prior to initiating a travel request.
2. Faculty and staff must obtain pre-approval before booking any travel. Please allow at least two weeks prior to travel/conference to obtain proper authorizations and book travel.
3. To request pre-approval, complete the [CEHD Employee Travel Authorization Form](#) in DocuSign.
4. If your travel will include out-of-state meal rates:
 - Use the Federal GSA Rate table: www.gsa.gov
 - On left: choose Location: State and City of destination
 - On right: choose Fiscal Year

PER DIEM LOOK-UP

1 Choose a location

State: Colorado

City (optional): Boulder

OR

ZIP: _____

Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the [Department of Defense](#).

Rates for foreign countries are set by the [State Department](#).

2 Choose a date

Select Fiscal Year: 2022 (Current Fiscal Year)

OR

Travel start date (mm/dd/yyyy): _____

Travel end date (mm/dd/yyyy): _____

Rates are available between 10/1/2012 and 09/30/2022.

Reset Search

Employee Travel Policy & Procedure (cont'd)

- Scroll down to the Meals & Incidentals (M&IE) Breakdown
- Locate the “MI&E Total” amount for the location of travel
- In the example below, the MI&E Total would be: \$69

Primary Destination 	County 	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 
Boulder / Broomfield	Boulder / Broomfield	\$69	\$16	\$17	\$31	\$5	\$51.75

- Enter that amount into the Travel form under “Total MI&E” – the Out-of-State meal rates will auto-calculate. Proceed to enter # of meals, etc.
5. Route form to Chair/Supervisor, ADRFD, Grants, and Finance for approval.
 6. Once approved, employee will receive an emailed copy of the approved form via DocuSign and may begin initiating travel purchases.
 7. If a state fleet vehicle is required, the employee must coordinate the state fleet vehicle with UND Transportation: <https://campus.und.edu/transportation/state-fleet/index.html>.
 8. **Within 14 days of completion of travel**, email copy of approved Employee Travel Authorization Form and all relevant receipts (airfare, conference registration, conference agenda, lodging, ground transportation, parking, and/or mileage) to Heather Lotysz for review.
 9. Upon confirmation of documentation, Heather will submit documentation to the UND Shared Service Center for reimbursement.
 10. UND Shared Service Center will email employee when the travel information is ready for approval in UND Finance Travel & Expense module.
 11. Employee will approve Travel Request.
 12. UND Payment & Procurement Services will issue reimbursement.

Note: If travel plans are cancelled, or if reimbursement will be requested for a lesser amount from the pre-approval, notify Heather Lotysz of the cancellation and/or changes . This will enable the funds to be unencumbered and used for other purposes.