

Purpose: The CEHD follows NDUS and UND policies and procedures for expense reimbursements for UND employees during the faculty search process. This ensures equitable treatment of candidates as well as fiscal responsibility of university and CEHD resources.

Contacts:

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Group Meals Policy:

Number of Attendees

The candidate plus up to three individuals related to the search will be covered for each meal. Any attendees from outside the College (spouse, significant other, friend) must pay separately. The three allowable attendees should be UND faculty, staff, or students, or a non-UND affiliate relevant to the search (school district leader, community member, etc).

Meal Reimbursement Amounts - Standard

Per NDUS policy, the university will reimburse up to 125% of ND GSA per diem rates for each group meal. As of 7/1/2022, these rates* are:

Quarter	Time Spanned by Quarter	Candidate Search Max	
			125%
First Quarter	6 – 11:59 a.m.	\$	14.75
Second Quarter	12 – 5:59 p.m.	\$	22.13
Third Quarter	6 p.m. – 12 a.m.	\$	36.88
		\$	73.75

Meal Reimbursement Amounts - Max

To showcase some of the nicer restaurants in Grand Forks, the College will reimburse one group meal per candidate at 140% of the GSA rate.

As of 7/1/2022, these rates* are:

Quarter	Time Spanned by Quarter	CEHD approved Max - 1 Meal	140%
First Quarter	6 – 11:59 a.m.	\$	16.52
Second Quarter	12 – 5:59 p.m.	\$	24.78
Third Quarter	6 p.m. – 12 a.m.	\$	41.30
		\$	82.60

**All rates listed above are subject to change.*

It is easiest to have the entire bill on a single receipt and reimbursement request. This can be calculated as a shared meal, so instead of having to limit each individual to a certain amount, it can be reimbursed based on the total meal cost. For example, if four people have a limit of \$22.13 for lunch, the total reimbursable amount is up to \$88.52 (\$22.13 x 4) unless the actual total cost is *less*. We can reimburse up to that total allowable amount, even if some had a meal less than \$22.13 and some had a meal more than \$22.13.

Note: If the group meal total (including tip) exceeds the total allowable amount for all attendees, the purchaser will not be reimbursed for the difference.

Alcohol

Per NDUS policy, alcohol (including wine and beer) is not reimbursable. Attendees may certainly have alcohol with dinner; however, that will be an out-of-pocket expense for whomever pays the bill.

Group Meals Reimbursement Process:

1. Upon completion of the candidate's visit, the purchaser of a meal (or meals) will obtain both an itemized, detailed receipt and the final receipt including the tip and final total for the meal.
2. Purchaser will write the names of all attendees, including the candidate, on the receipts.
3. Purchaser will forward all relevant receipts to the department Administrative Assistant (AA) to request reimbursement.
4. Once all group meal receipts for a candidate visit are received by the AA, the AA will forward receipts to Chief Business Officer (CBO) for approval. The AA will indicate which meal is to be considered at the max 140% rate.
5. CBO will submit documentation for reimbursement to the UND Shared Service Center (SSC).
6. SSC will submit documentation through the Travel & Expense module in PeopleSoft to request reimbursement.
7. Note: If a group meal is held at the North Dakota Museum of Art (NDMOA), the museum will send an invoice to the CBO. The group will not need to pay out of pocket. However, the itemized receipt, including the attendee listing, should be forwarded to the AA for processing.