1. UND business travel combined with personal travel: If a faculty member is combining personal and business travel over the same time frame, the following MUST be done PRIOR to travel. If you are booking a flight, this will need to be done in a two-step process. The first set of dates that you select for airfare should be only for the dates of your actual business travel. You will need to print out that price quote. Once you have that price quote, you can then go in and book your flight for the full time you are gone. If the cost for the flight for the full length of travel is less than the original business quote, you will be reimbursed the full amount of the ticket. If the cost is higher than the original quote, based on the actual time of business travel, you will be reimbursed only for the quote of the business travel. When combining business and personal travel, I will need to have an agenda with the dates from the conference you are attending to be reimbursed for hotel, taxi, per diem. Faculty will only be reimbursed for these expenses based on the business dates of travel. I will also need a written statement explaining why the business and personal travel was combined.

2. All Business travel will now require an agenda from the conference showing the dates of the business purpose of travel.

3. If you are taking students with you and they cannot pay for their own expenses, do not pay for them out of your personal funds. Please have the student see me about filling out a form for an advance for travel, which is located on the accounting services webpage. When a faculty pays for the students to travel, they will not receive a full reimbursement in return.

4. Please remember that I will always need the hotel receipt to show a zero balance, dates must be on the cab receipts and parking receipts.