Travel Reimbursement

**Note 1:** Each person traveling should pay for **ONLY THEIR OWN expenses**, per UND policy. Paying for someone else’s expenses (other than your own) and then requesting reimbursement for said expenses is **NOT allowed**; you may only be reimbursed for travel expenses for yourself.

**Note 2:** **Some forms are currently unavailable online. Please contact a DSS if you need a copy of a form not available online (links in red).**

1. **CEM Travel Authorization form** (completed and signed by chair/supervisor with funding source listed)

2. **International Travel Form** – must be filled out and submitted to Office of Safety (und.safety@und.edu) for approval at least **3 WEEKS** before the scheduled travel. The **APPROVAL** email from Office of Safety is required when requesting reimbursement.

3. **Travel Summary Form** (completed – all applicable lines) – **UND Employees ONLY**
   a. **NOTE:** Students requesting a reimbursement (including student employee travel NOT related to duties of their UND position) need to complete the **Non-Employee/Student Reimbursement Form**. A completed **direct deposit form** and **W-9** may also be needed if a student has not been reimbursed before in this manner.

4. **Conference Schedule or Meeting Agenda** – for meal verification

5. **Flight Itinerary** - verification for the time gone and meal requests. If there is a flight change in your trip, please provide a copy of the boarding pass or document showing the new time(s) different from the original itinerary, to verify meal per diem request.

6. **Luggage fee** - P Card use preferred. **MUST** provide receipt of amount with proof of payment, or bank/credit card statement showing fee paid. If no receipt, must complete a missing receipt form. Must provide justification for extra luggage fees.

7. **Ride Shares/Taxi/Shuttle/Parking fees** – P card use preferred. **MUST** provide receipt of amount and bank/credit card statement showing fee paid. If no receipt, must complete the missing receipt form. No receipts are needed for any under $10.00.
   a. Printout/email of trip taken needs to be included

8. **Rental car** – P Card use preferred. Provide agreement and proof of payment. Receipt should show payment or provide bank/credit receipt showing amount paid. Include gas receipts.

9. **Lodging Fee** – Should be booked on P-card. **MUST** provide itemized hotel receipt in Traveler’s Name showing zero balance or bank/credit card receipt showing the amount paid. If no itemized receipt, a missing receipt/invoice form needed to be completed and signed by
supervisor/chair, explain why no detailed receipt was given. If over GSA per diem rate, justification is needed.

10. **Flight Fee** – Should be booked on P-card, if not, **MUST** provide airline receipt showing zero balance or bank/credit card receipt showing the amount paid.

11. **Conference Registration Fee** – Should be booked on P-card. If not, **MUST** provide Conference receipt showing zero balance or bank/credit card receipt showing the amount paid. Include conference itinerary.

12. **Field trips** – provide completed and signed Domestic/International Field trip form and UND Field trip Waiver.

13. **NO RECEIPTS/MISSING RECEIPTS** – if receipt is missing or could not provide receipt, a completed and signed UND missing receipt/invoice form needs to be submitted with proof of payment.


Note: Any questions or clarifications, please contact the CEM Department Support Specialists – Joe Egan joseph.egan@und.edu, Denelle Kees denelle.kees@und.edu, or Agnes Carlson agnes.carlson@und.edu.