

Travel Reimbursement

Note: Each person traveling should pay for their **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.

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 [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 on why 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.
14. **Reference:** <https://campus.und.edu/finance/procurement-and-payment-services/files/docs/guidance/travel/fluid.training.08.16.2022.pdf>

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 .