

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
 - a. **NOTE:** If your hotel provides a **free breakfast**, this counts as a meal provided at your event. If you did not eat the free breakfast at the hotel, justification is needed to receive reimbursement. (not applicable if hotel breakfast was NOT free of charge)
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
 - b. Justification/explanation may be required for multiple receipts (e.g. utilizing taxi/Uber/Lyft versus rental car)

8. **Rental car** – P Card use preferred (if traveler has a p-card). Provide agreement and proof of payment. Receipt should show payment or provide bank/credit receipt showing amount paid. Include gas receipts. **Note:** Please contact Office of Safety for list of rental car companies with UND contracts, as this includes insurance coverage.
9. **Mileage** – traveling using personal vehicle and reimbursed with mileage requires pre-approval from supervisor. Utilizing a UND State Fleet vehicle is encouraged, especially for travel within the State of North Dakota.
10. **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 (i.e., the hotel also hosted the conference).
11. **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.
12. **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.
13. **Field trips** – provide completed and signed [Domestic/International Field trip form](#) and [UND Field trip Waiver](#).
14. **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.
15. **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 .