

MINOT STATE UNIVERSITY

Important Travel Information

The following items are taken directly from State Board of Higher Ed and Office of Management and Budget travel policy, along with Business Office policies and procedures. If you have any questions or concerns, please contact accounts payable in the Business Office at 858-3320.

- **Out-of-state travel authorization forms must be filed with the Business Office prior to travel.**

MEALS:

- If meals are included in a registration fee, reimbursement for that meal cannot be claimed on the travel voucher.
- If an employee **is not** claiming reimbursement for lodging and meals, please indicate such on the Travel Expense Voucher. If meals are provided, please indicate which meals were provided and the dates.
- State rate for meal reimbursement is \$25.00 a day. Employees will not be reimbursed for the first quarter if travel began after 7:00 a.m. In order to claim expenses for the second and third quarters, the employee must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed. The expense allowance for each quarter of any 24-hour period effective **August 1, 2009**, is as follows:

Meal Allowance	In-State	Out-of-State
1. First quarter, 6 a.m. to 12 noon	\$5.00	20% of GSA daily rate
2. Second quarter, 12 noon to 6 p.m.	\$7.50	30% of GSA daily rate
3. Third quarter, 6 p.m. to 12 midnight	\$12.50	50% of GSA daily rate

- If an employee is claiming reimbursement for meals when no overnight stay is involved, the meal reimbursement is taxable and will be included on the employee's next taxable gross income paycheck, subject to withholding and reported on the W-2. Meal reimbursements **are not taxable** if there **is** an overnight stay.
- Reimbursement for employee expenses may be made only for overnight travel or other travel which takes the employee away from his/her normal place of employment for **four hours or more**.
- Employees are entitled to reimbursement for meals attended in the city where they normally work if attendance is required or requested in connection with their duties. Documentation of required attendance signed by supervisor must accompany the travel voucher.

LODGING:

- A maximum of \$63 plus percentage of taxes charged will be reimbursed for in-state lodging. This maximum applies even if the in-state conference is held at a motel that charges more than the state rate. The formula for figuring applicable taxes on charges exceeding \$63 for in-state lodging is:
 - (taxes divided by actual room rate equals percentage times \$63) plus \$63
- Actual lodging expense for out-of-state travel will be reimbursed.
- **Lodging charges –two employees sharing lodging:** If two state employees are sharing lodging accommodations, the actual cost of the room must be split evenly and each employee must have a separate receipt in his/her own name.
- **Lodging charges when accompanied by an individual not eligible for reimbursement:** when accompanied on a state authorized trip by a spouse or traveling companion, the state employee must have the lodging establishment clearly certify the room rate for single person and only that amount may be claimed. The receipt must be in the employee's name.
- Lodging invoice must show paid with a \$0 balance. Typically, the invoices placed under the motel room door on the morning of checkout do not show paid. An invoice showing paid must be requested from the front desk.

VEHICLE/MILEAGE:

- When an employee drives a state fleet vehicle, the State's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.
- If a personal vehicle is used in lieu of air for out-of-state travel, for the employee's convenience; meals and motel expenses will be allowed for a maximum of one day each way.
- It is unallowable to transport a non-state employee in state fleet vehicles.

MISCELLANEOUS:

- Employees must choose the most prudent and economical means of travel, considering factors such as travel expense, time away from the office and the needs of the University.

- Statements such as ‘to attend a meeting’ etc., will not be accepted as sufficient description for purpose of travel. Please fill in name of meeting/conference and purpose of training.
- On travel vouchers, whenever a charge is made under the “Miscellaneous” column, it requires a detailed explanation and a receipt must be attached if the charge is greater than \$10.
- If you choose to make travel reservations online and you select a package deal, please provide detailed receipts on separate costs for the hotel, airfare, and rental car. Also, please break out all charges on the travel expense voucher for lodging, airfare and rental car purchased on the package deal that correspond to the correct account codes.
- No travel protection insurance will be reimbursed if you should choose to purchase the protection. If the employee can prove that travel protection insurance is mandatory to travel (i.e. out of the country), it will be reimbursed.
- Luggage charge will be reimbursed for one piece each way. An extra luggage or overweight charge will not be reimbursed unless justifiable and approved.
- On the travel reimbursement form, please be sure to fill in the points covered category for everyday you are not on campus. There should be no blank spaces in this category from the start of your trip to the end of the trip.
- Please double check that you have provided the fund/dept numbers on the travel voucher and obtained all necessary authorized signatures. This will ensure that the voucher will not be returned to you for this required information and will expedite the reimbursement.
- Detailed itemized receipts must always be provided with the exception of reimbursement for mileage and/or per diem. In these circumstances, the days and times of travel are the determining factors along with the destination miles.
- MSU employed graduate assistants who travel will be reimbursed on travel expense vouchers. All other students who travel will be reimbursed on an a/p voucher.
- Under the other transportation/miscellaneous expense & registration fee field, please separate the registration fee charges and use account code 521005. For the other miscellaneous charges, please use account code 521065.
- Airfare – MSU only pays for Economy class airfare tickets. First Class/Business Class and Choice Paid Seats are considered personal preferences and are not reimbursed.
- MSU will pay registration fees in advance to the agency but such fees must not include lodging.

- Travel expense vouchers must include applicable original detailed and paid receipts within 15 working days of the end of each month. Travel expense vouchers should be submitted only once per month per employee. If travel begins in one month and ends in another, it can be submitted on one voucher. At fiscal yearend (May, June, July), please contact the Business Office.
- If original detailed receipts/invoices are lost, the employee must obtain a copy of the original or a faxed copy. Also, the employee must sign and date notating the detailed reason for the copy. Reimbursement is taxable and will be included on the employee's next taxable gross income paycheck if original receipt isn't provided.
- Travel Advances – MSU shall advance to an University official or employee, at the request of the agency head, funds to be used for payment of meal and lodging expenses incurred while the official or employee is traveling on official business of the University, provided that such travel is planned to be in excess of five days per month, whether or not consecutive, and provided that the funds advanced do not exceed eighty percent of estimated expenses for the period. This advance must be paid back to MSU and be shown on the travel expense voucher.
- When an MSU employee is away from his/her residence for official university business and long distance tolls would apply to call home, the employee is entitled to make at least one long distance call per day at the university's expense. Reimbursement will be limited to \$10 per day. Allowance for calls not made on one day cannot be carried forward and used on another day. An overnight stay is required to claim this expense. A claim for this expense may not be made for "free minutes" used on a personal cellular phone. In order to claim this expense, the charge must appear on the receipt submitted for lodging, or on a separate receipt.
- Certain expenses may be non-reimbursable. Some examples are:
 - Alcoholic beverages
 - Entertainment
 - Late check-out and room guarantee charges
 - Laundry
 - Parking tickets or other traffic violations
 - Spouse/Traveling companion(s) expenses
 - Any personal expenses such as personal care items, etc.