**MINOT STATE UNIVERSITY**

***EMPLOYEE WORKSHEET FOR TRAVEL EXPENSE VOUCHER***

THIS FORM IS NOT REQUIRED FOR TRAVEL REIMBURSEMENT. It is a worksheet only! For example, a faculty member would complete this worksheet for a secretary who would complete the Travel Expense Voucher. This worksheet is not necessary when an individual completes their own Travel Expense Voucher.

NOTE: A Travel Authorization form must be completed **prior** to out-of-state travel taking place or expenses cannot be reimbursed.

**IN-STATE OR OUT-OF-STATE TRAVEL**

NAME DATE

DEPARTMENT

PURPOSE OF TRIP

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date(s)** **of Trip** | **City/****Cities** | **Departure****AM/PM** | **Return****AM/PM** | **Number** **of Miles** | **Amount Claimed for Meals** | **Amount****Claimed****for Lodging** | **Miscellaneous****Expense** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Use separate line for each day of travel.

2. Complete number of miles traveled only if traveling by personal vehicle. (Employees are encouraged to use a MSU Motorpool car.)

3. Maximum reimbursement for meals is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | In-State Meals | Out of State Meals |
| 1st Qtr | 6:00 AM to 12:00 Noon | 7.00 | 10.20 | 10.80 | 11.80 | 12.80 |  13.80 | 14.80 |
| 2nd Qtr | 12:00 Noon To 6:00 PM | 10.50 | 15.30 | 16.20 | 17.70 | 19.20 | 20.70 | 22.20 |
| 3rd Qtr | 6:00 PM to 12:00 Midnight | 17.50 | 25.50 | 27.00 | 29.50 | 32.00 | 34.50 | 37.00 |
|  | Total | $35.00 | $51.00 | $54.00 | $59.00 | $64.00 | $69.00 | $74.00 |
|  |  | Daily Rate | Daily Rate Varies by City |

Effective October 1, 2009, the State of North Dakota uses out-of-state meal rates established by the U.S. General Services Administration (GSA). A list of the maximum amount allowed per day for cities and counties by state is available from departmental secretaries. The daily rate ranges from $51 to $74 per day.

Meal reimbursement should be entered daily. Breakfast reimbursement will not be allowed if travel begins after 7:00 AM.

The Travel Expense Voucher must have an actual lodging receipt attached. The rates for in-state lodging reimbursement are actual expense or $88.20 plus taxes per day, whichever is lower. The reimbursement for out-of-state lodging is actual expense. Original receipts are also required for taxi fares and miscellaneous expenses in excess of $10.

trvlwks.alt