

# Office of Management and Budget

## Travel

October 1, 2018

### Policy 505 - Reimbursement for Meals and Lodging

NDCC Chapter 44-08-04 provides for reimbursement of employee expenses for meals and lodging while an employee is away from their normal working and living residence.

If meals are included as part of a registration fee for a conference, seminar, or other meeting, the employee should be reimbursed for the entire registration fee, if paid by the employee. However, the employee cannot claim reimbursement for the applicable meal allowance for that quarter. An employee should be reimbursed for meals paid by the employee while attending a meeting at the request of, or on behalf of, the state or any of its subdivisions, agencies, bureaus, boards, or commissions, up to the allowable rates established below.

Chapter 44-08-04 provides that reimbursement is allowed only for overnight travel and other travel while away from the normal place of employment for four hours or more. 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, 2017**, is as follows:

<u>Meal Allowance</u>	<u>In-State</u>	<u>Out-of-State</u>
1. First quarter, 6 a.m. to 12 noon	\$7.00	20% of GSA M&IE rate
2. Second quarter, 12 noon to 6 p.m.	\$10.50	30% of GSA M&IE rate
3. Third quarter, 6 p.m. to 12 midnight	\$17.50	50% of GSA M&IE rate
4. Fourth quarter, 12 midnight to 6 a.m.		

In-State Lodging: Maximum of ninety percent of the GSA rate for lodging in North Dakota plus applicable state and local taxes. As of October 1, 2018, the GSA rate for lodging in ND will be \$94, therefore the maximum amount that can be claimed is \$84.60 plus applicable taxes ( $\$94 \times 90\% = \$84.60$ ). The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time.

Out-of-State Lodging: Actual lodging expense. Those persons engaged in travel outside of North Dakota shall be reimbursed for meals equal to the per diem meals rate in the *city of final destination*. A claim is made on that day as established by rule for federal employees as follows:

Within the contiguous 48 states:

- The U.S. General Services Administration Domestic Per Diem Rates
  - Click on the map to view rates by state
  - Use the Meals & Inc. Exp.
  - If not found, use the standard rate for the continental United States which is \$51

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In non-continental United States and overseas non-foreign areas, including Alaska, Hawaii, and Guam:

- The United States Per Diem Committee as published on the Department of Defense website
  - Use the rates from Outside CONUS, Non-Foreign Overseas, and Foreign
  - Enter Country/State from the drop-down menu
  - Exclude military installations
  - Use the Local Meals Rate plus the Local Incidental Rate

All other: (Includes Canada)

- The United States Department of State Foreign Per Diem Rates by Location
  - Enter the country where traveling
  - Use the M&IE Rate with the applicable effective date

Verification of claims via receipt is not required for the first three quarters but is required for lodging (see Policy 513 also). Receipts are also required for each taxi fare in excess of \$10 and for other miscellaneous expenses in excess of \$10. Parking fees may be claimed only with a receipt from a hotel/motel or airport.

**The head of any department, institution, or agency may set a rate for out-of-state travel, which is less than that set forth by statute.**

**NOTE:** Before any allowance for such mileage or travel expenses will be made, the official, deputy, assistant, clerk, or other employee will file with the agency, an itemized statement showing mileage traveled, the purpose thereof, and such other information and documentation as may be prescribed by the IRS, or an agency. Statements such as “to attend a meeting” etc., should not be accepted as sufficient documentation for purpose of travel.

If an employee is not claiming reimbursement for lodging, please indicate such on the Travel Expense Voucher. A fillable and printable Adobe (.pdf) Travel Expense Voucher can be found at: <http://www.nd.gov/efrms/Doc/sfn52785.pdf>

**If an employee is claiming reimbursement for meals for travel when no overnight stay is involved, the meal reimbursement is taxable.** When completing the Travel Expense Voucher, taxable meals must be noted accordingly. The employee will receive the full meal reimbursement and the taxes will be withheld through the payroll system during the next payroll cycle.