

**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

- Use separate line for each day of travel.
- Complete number of miles traveled only if traveling by personal vehicle. (Employees are encouraged to use a MSU Motorpool car.)
- Maximum reimbursement for meals is as follows:

		In-State Meals	Out of State Meals					
1 <sup>st</sup> Qtr	6:00 AM to 12:00 Noon	7.00	10.20	10.80	11.80	12.80	13.80	14.80
2 <sup>nd</sup> Qtr	12:00 Noon To 6:00 PM	10.50	15.30	16.20	17.70	19.20	20.70	22.20
3 <sup>rd</sup> 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 \$86.40 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.