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 $84.60 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.