Travel

Mayville State University employees are required to follow the state travel guidelines as set up by the Office Management and Budget. The complete list of policies regarding travel by state employees may be found in detail under “Fiscal and Administrative Policies” at http://www.nd.gov/fiscal/.

In-State Travel

Employees who are required to travel in an official capacity are reimbursed for expenses only. No charge accounts are to be maintained with motels or restaurants for the purpose of allowing employees to charge expenses directly to their institution.

In the event an employee is asked by administration to represent the University at a meeting or activity, the University will pay all of the travel expense except in cases where the expenditures involved do not comply with the requirements of state travel regulations. Reimbursements for food and lodging may not exceed the current approved state rates for travel within the state. Receipts are required for hotel bills. In all cases, staff should request state government rates at motels and hotels and show staff I.D. cards to obtain minimum rates for lodging. Travel expenses to professional meetings within the state are normally paid from departmental funds. If funding is not available in the departmental travel account, the employee may request University assistance. The extent to which the University can assist in paying for such travel is dependent on the availability of funding.

In-State Meal Allowance

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.

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. Effective rates are:

<table>
<thead>
<tr>
<th>Qtr.</th>
<th>Time</th>
<th>Meal Allowance</th>
<th>Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6 a.m. to noon</td>
<td>$ 6.00</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Noon to 6 p.m.</td>
<td>$ 9.00</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>6 p.m. to midnight</td>
<td>$15.00</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Midnight to 6 a.m.</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
**In-State Lodging**

The 4th quarter covers lodging. Maximum of $69.30 plus any additional applicable state and local taxes on lodging. If the room is more than $69.30, the individual may only be reimbursed for the additional taxes based on $69.30, and the additional taxes must be pro-rated.

The *original lodging receipt* (NOT a credit card receipt) must be attached to the travel voucher and it must show the amount paid by the claimant. State government rates should be requested in making arrangements.

**Miscellaneous Claims**

Whenever a charge is made under the “Miscellaneous” column on travel vouchers, it requires detailed explanation and a receipt must be attached if the item is greater than $10. Examples of non-reimbursable expenses are:

1. Alcoholic beverages
2. Entertainment
3. Late check-out charges
4. Parking tickets or other traffic tickets
5. Laundry

Parking fees may be claimed only with a receipt from a hotel/motel or airport.

**Use of Personal Vehicle**

Employees when required to travel by motor vehicle or truck in the performance of official duty, shall use a state-owned vehicle, whenever possible.

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 an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below. Reimbursement for mileage for use of personal vehicles within the state is allowed as follows:

- Private vehicle mileage reimbursed at 55.5¢ per mile in-state.
- The per mile reimbursement is construed to include all vehicle costs. No claims will be allowed for tolls, parking, fines, etc., that would be in addition to the per mile reimbursement.
Taxi and Commercial Transportation

- Taxi fees are reimbursed at actual cost. Receipts are required for any single claim of more than $10.00.

- Employees may be reimbursed for actual airfares paid for travel on official state business. Proper supporting documentation must be attached to the travel voucher as a receipt.

Telephone Calls While Traveling

- Reimbursement will be limited to $5 per day. Allowance for calls not made on one day cannot be carried forward and used on another day. For example, if an employee did not make a call on Monday, the employee cannot claim $10 for calls made on Tuesday.

- An overnight stay is required to claim this expense. A claim for reimbursement may only be made when an employee can claim the fourth quarter.

- 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 report.

- Emergency phone calls will be considered on an individual case basis.

Travel Advances

The following allowances are made for travel advances pursuant to NDCC Chapter 44-08-04.2.

"Any state agency shall advance at the request of the agency head for employees of that agency funds to be used for payment of meal and lodging expenses incurred while the official or employee is traveling on official business of this state, provided that such travel must be 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. Travel advances must be approved by the chief executive officer or a designee of the agency involved. Funds advanced for meals and lodging under this section shall be accounted for as required under section 44-08-04 for travel.

These funds must also be reflected on the travel voucher subsequent to the dates of travel."
Out-of-State Travel (Faculty)

All faculty planning to travel out-of-state must secure prior written approval of the President of the University or Vice President for Academic Affairs. Forms for such approvals are available on the MSU Portal in Faculty/Staff Forms & Policies in the Academic Affairs folder (faculty). Faculty should plan trips so they are absent from classes no longer than four consecutive class days. No travel reimbursement will be paid unless this authorization is attached to the voucher when a claim for reimbursement is made.

Out-of-state travel guidelines for Mayville State University are as follows:

- Early in the academic year, full-time faculty will be requested to submit out-of-state travel forms detailing their anticipated trips for the fiscal year. Requests for travel funds will include information such as anticipated length of absence, travel distance, cost of transportation, meals and lodging, and total travel funds requested. The Application for Out-of-State Travel form for faculty is located on the MSU Portal.

- In distributing travel funds an equal amount will be reserved for each full-time member of the faculty until November 1. After that date, funds which have not been encumbered by the submission of a travel request form will be distributed among the faculty on a first come, first served basis. Faculty whose requests for funding exceed the original reserved amount may apply for additional support.

In distributing unreserved travel funds, the following factors are considered:

- No faculty should be given funds to make a second trip during an academic year until all faculty/staff members requesting funding have had an opportunity to make one trip that year;

- There will be an attempt to equalize funds among disciplines;

- Faculty who have not traveled in recent years will be given preference over those who have done so;

- Benefits to the University and the State will be evaluated in determining which faculty or staff secure funding;

- Employees nearing retirement or on one-year appointments have lowest priority.

After the travel is completed, the faculty member must submit a travel voucher with receipts of the travel to the Vice President of Academic Affairs office for reimbursement of travel expenses.
Out-of-State Travel Amount Allowed

Meals

The out-of-state meal allowance rates for cities outside of North Dakota are available on the web at: http://www.state.nd.us/fiscal. Any city not included on this schedule will be at the GSA rate of $46.00 per day.

The expense allowance for each quarter of any 24-hour period is as follows:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Time</th>
<th>Percentage of Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>6:00 a.m. to 12:00 Noon</td>
<td>20%</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>12:00 Noon to 6:00 p.m.</td>
<td>30%</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>6:00 p.m. to 12:00 midnight</td>
<td>50%</td>
</tr>
</tbody>
</table>

Lodging: Actual cost, receipt required.

Miscellaneous Claims: Same as in-state.

Taxi and Commercial Transportation: Same as in-state.

Private Vehicle Mileage:

Reimbursement for mileage for use of personal vehicles outside of the State is allowed as follows:

1. When airplane and taxi fares are accepted in lieu of mileage.
2. When reimbursement is at a rate of 55.5¢ per mile to a geographic point 300 miles from the borders of the state, and 18¢ per mile for the remaining distance.

PROVIDED THAT the lesser amount of (1) or (2) above shall be allowed. If more than one state employee travels in the same vehicle, 55.5¢ per mile for the entire trip will be allowed.

The rate for aircraft is 83¢ per mile, subject to provisions of NDCC 54-06-09.

Leased Vehicles: Same as in-state.

Private aircraft use will be reimbursed at 83¢ per mile.

Telephone calls while traveling: Same as in-state.

Reviewed: Summer, 2012

Revised: July 10, 2012

Sponsor: Vice President for Business Affairs