**Law School Faculty/Staff Travel Reimbursement Guidelines**

1. Before Travel
	1. **All travel must be approved in advance by the Dean. Please provide via email to the Dean a brief description of the purpose of the travel, along with budget estimate of all anticipated expenses (airfare, hotel, registration, transportation, etc.) and any documentation (such as a conference invitation or proposal acceptance), as early as possible prior to travel.**
	2. Air Transportation can be:
		1. Direct billed to UND by calling Bon Voyage (772-6313) – please ask the travel agent to call Dir. Of Finance (777-2105) for UND fund number, or
		2. Reimbursed after travel with original receipt showing form of payment.
	3. Registration fees can be paid prior to travel by submitting completed

registration form to the Law School Finance Dept. (Julie and Cheri). The School of Law generally will pay for only early registration fees; please plan your travel to meet any deadline for reduced conference registration fees.

* 1. If traveling in ND, the maximum reimbursement rate for lodging is $63 plus applicable taxes. You are responsible for requesting the State Rate when booking your room.
	2. If traveling with a companion, you will only be reimbursed for the single room rate. Please ask for a receipt that states the single room rate.
1. During travel
	1. It may be helpful to keep a folder of all receipts for reimbursement purposes.
	2. Original receipts with form of payment and zero balance indicated (or copy of cancelled check, front and back) must be kept for reimbursement. This includes any registration fees paid by traveler, baggage charges, cab and/or bus fares, parking, itemized car rental and fuel receipts, and itemized lodging receipts. **Tips are not reimbursable.**
	3. Requests for per diem must account for any meals provided by the host or conference. Please list all meals provided during travel.
	4. The School of Law generally does not reimburse for personal vehicle mileage of less than 25 miles, nor provide per diem for travel of less than one full day.
2. After travel
	1. Complete the Faculty/Staff Travel Reimbursement Form, attach all original receipts within 10 days after the end of a traveling month, and submit to the Law School Finance Dept.
	2. FYI-Accounting is contemplating a policy that any expenses submitted after 30 days will not be reimbursable.
3. International Travel
	1. UND employees traveling and working outside the U.S. for more than 30 days will only be covered by ND Workforce Safety & Insurance (WSI) from the day they leave through the 30th day for any work related injury.
	2. If renting a vehicle for University use while in a foreign country (including Canada and Mexico), liability coverage offered by the car rental agency MUST BE PURCHASED.
	3. Risk Management purchases a separate international/foreign travel insurance policy that is intended to fill some of the gaps between compensable work injuries and injuries not related to work. The policy # is: PHFD36755817.
	4. Please refer to the Campus Safety and Security/Risk Management website for more information and forms regarding international travel.

\*Please consult with the Law School Finance Dept. or refer to the Accounting Services website regarding more complicated or unusual travel situations. These are intended as basic guidelines only.

**Faculty/Staff Travel Reimbursement Form**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Empl ID\_\_\_\_\_\_\_\_\_\_\_

Destination and Reason for Travel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Departure (Date and Time)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return (Date and Time)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any meals provided by conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Expenses:

|  |  |
| --- | --- |
| Lodging |  |
| Airfare (if purchased by traveler) |  |
| Rental car |  |
| Registration fees (if paid for by traveler) |  |
| Cab fares |  |
| Parking |  |
| Personal vehicle mileage (list # of miles) |  |
| Total |  |

\*Per Diem amount will be calculated by departure and arrival dates and times and destination.

Additional Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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