Employee Travel

University of North Dakota
Grand Forks, ND

3/14/2018
Prior to Travel

- Plan your trip
  - Should I book with a travel agent?
  - How will I pay for the travel?
    - Frequent Flyer miles? (cannot reimburse value of miles if used for purchasing ticket)
  - Am I combining with personal travel?
    - If so – obtain comparison pricing at time of booking
  - What is the per diem rate of my city of lodging?
    - Meals included in a conference registration cannot be a separate reimbursement
- What other expenses will be reimbursed?
- Contact your Grants officer if funded by a grant
Travel “helps”

Review our “How to process” for step by step instructions

We also have helpful items in our quick links section on our Travel & Expenses webpage
### SUMMARY TABLE OF ALLOWABLE TRAVEL EXPENSES (for employees)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Reimbursable?</th>
<th>Receipt needed if paid with personal funds?</th>
<th>Receipt needed if paid with P-Card? (Direct billed to UND)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airfare / Rail Transportation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Cost</td>
<td>Yes (limited to economy class only)</td>
<td>Yes</td>
<td>Yes</td>
<td>One of the following must be provided:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✶ Itinerary confirmation from the airline/railroad showing departure/arrival locations and dates, class, and amount paid.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✶ Airline or rail ticket (paper) - extra charge for paper ticket is not reimbursable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✶ PCard purchase requires the invoice/itinerary and a documented business purpose for the trip.</td>
</tr>
<tr>
<td>Change Fees</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Change of ticket must be made for justifiable business reason or personal emergency.</td>
</tr>
<tr>
<td>Baggage</td>
<td>Yes (first piece)</td>
<td>Yes</td>
<td>Yes</td>
<td>Reimbursement for additional pieces must have proper justification.</td>
</tr>
<tr>
<td>Seat Assignment</td>
<td>Yes (with justification)</td>
<td>Yes</td>
<td>Yes</td>
<td>Seat assignment fee is considered a personal preference. It is reimbursed by UND with a documented business purpose.</td>
</tr>
<tr>
<td>Trip Insurance</td>
<td>Yes (with justification)</td>
<td>Yes</td>
<td>Yes</td>
<td>Trip Insurance is reimbursed by UND with a documented business purpose.</td>
</tr>
<tr>
<td>Mileage- Personal Aircraft</td>
<td>Yes (with limits)</td>
<td>Yes</td>
<td></td>
<td>Reimbursement is at 1 1/2 times the personal vehicle mileage rate and total reimbursement may not exceed cost of regular coach fare on a commercial flight.</td>
</tr>
<tr>
<td>Chartered Flight</td>
<td>Yes (with limits)</td>
<td>Yes</td>
<td></td>
<td>Reimbursement may not exceed cost of regular coach fare on a commercial flight.</td>
</tr>
<tr>
<td><strong>Lodging</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room Charges-In State</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Limited to 90% of GSA Rate for ND (see ND Lodging Per Diem table for exact rates). Original itemized Receipt is needed. Please note exception for room sharing in detailed policy.</td>
</tr>
</tbody>
</table>
Eligible Travel Expenses

- Airfare/Amtrak Tickets
- Lodging
- Meals
- Rental Car/Mileage/State fleet
- Mileage to airport
- Miscellaneous (including but not limited to)
  - Conference registration (now acct code 611020)
  - Taxi (including tip if documented on receipt)
  - Copies
  - Internet

Each employee should pay their own expenses
P-Card Eligible Travel Expenses

- Airfare/Amtrak Tickets
- Lodging
- Rental Car
- Miscellaneous (including but not limited to)
  - Conference registration (now acct code 611020)
  - Taxi (including tip if documented on receipt)
  - Copies
  - Internet

P-Card is the preferred form of payment when allowable.
Eligible Travel Expenses

Airline/Amtrak

• **Cost of ticket** (economy class only)
  • The following must be provided:
    • Detailed Itinerary confirmation from the airline/railroad showing departure/arrival locations and dates, class, and amount paid.
    • Documentation of business purpose is required for P-card purchase along with the invoice/itinerary

• **First checked bag** (add’l bags require justification)

• **Change fee** — allowed with business purpose or personal emergency justification
Airline/Amtrak

- Expenses that will **not** be reimbursed
  - Economy plus/business/first class upgrade
  - Value of frequent flyer miles used
  - Additional checked baggage (without justification)
    - Only first check bag is reimbursed
  - Seat selection charges (without justification)
  - Trip protection/Airline insurance (without justification)
Airline/Amtrak

• Other reminders
  • Breakdown of expenses is needed (expedia, travelocity, etc., package deals-airfare, hotel, rental car)
  • Spouse/companion ticket cannot be reimbursed
  • Check current mileage rates for private/personal aircraft (per NDCC 54-06-09 – 1 ½ times Privately Owned Vehicle mileage - $0.545*1.5=$0.8175/mile)
  • Non-refundable cancelled tickets are valid for one year (subject to a rate change and penalty amounts at time of new booking)
Lodging

• Original itemized receipt required

• Outside the state of ND
  • Actual cost of lodging (single room rate)
    • Expenses for spouse/companion not allowed

• Within the state of ND
  • 90% of GSA (General Services Administration) rate
Eligible Travel Expenses

Meals

• Must be away from work for at least four hours
• Taxable if there is NOT an overnight stay
• **Meals included in a registration cannot be claimed as per diem**
• Paid based on published per diem of GSA
  • Receipts not required
  • PeopleSoft Travel & Expense will calculate within the continental United States
• Departure and arrival times required for quarter eligibility determination
  • See next slide

3/14/2018
Eligible Travel Expenses

Meals

First Quarter
6:00 a.m. to 11:59 a.m.
• Travel must begin before 7:00 a.m.

Second Quarter
12:00 noon to 5:59 p.m.
• Travel must begin before 1:00 p.m.
• If travel is completed before noon, no reimbursement

Third Quarter
6:00 p.m. to 11:59 p.m.
• Travel must begin before 7:00 p.m.
• If travel is completed before 6:00 p.m., no reimbursement

Fourth Quarter — 12:00 a.m. (midnight) to 5:59 a.m.
Pertains to lodging expenses only

3/14/2018
In-state Travel

Travel reimbursement rates based on the per diem rates determined by ND state legislature (NOT the same rates published by GSA)

Rates are listed on our Travel webpage

### Employee In-State Rates

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>$35 per day</td>
</tr>
<tr>
<td>Mileage</td>
<td>$0.545 per mile as of (01/01/2018)</td>
</tr>
<tr>
<td>Lodging</td>
<td>$83.70 + tax (standard) as of (10/01/2017)</td>
</tr>
</tbody>
</table>
In-state Travel

• Lodging
  • 90% of GSA (General Services Administration) rate
  • Currently $83.70+tax
  • Western ND
    • Williston (Williams, Mountrail, McKenzie) - $84.60 + tax
  • Detailed receipt required
    • Incidentals (room service, movies, etc. are not reimbursed)
In-state Travel

• **Meals** - $35/day
  (no receipts necessary)
  • Breakfast (20%) $7.00
  • Lunch (30%) $10.50
  • Dinner (50%) $17.50

• Quarter breakdown is the same as shown on previous slide
In-state Travel

• Mileage
  • $0.545/mile
  • State fleet vehicle should be used
  • Supervisor approval is required for use of personal vehicle
  • Renting a car in ND is not an allowable expense – use state fleet

• Approval for renting a vehicle in-state for state business must have PRIOR approval by the State Fleet Director.
  • Send an email to Robin Rehborg, State Fleet Director at rrehborg@nd.gov
    • Name, Department, and phone number.
    • Date rental required.
    • Document why you will not be using a State Fleet Vehicle.
  • Attach approval when claiming the travel reimbursement.
Out of State Travel

• Lodging
  • Actual amount of lodging – detailed receipt required

• Meals
  • GSA published per diem rates
    • Meal & Inc. Exp. Column
  • Quarter breakdowns as previously discussed

• Mileage
  • In-state rate ($0.545/mile) within 300 miles of ND border
    • $0.18 for the remaining distance

3/14/2018
Out of State Travel

300 Mile Buffer of North Dakota Border

Shaded area is 300 miles from the North Dakota Border. Any location included in this area is allowed the North Dakota state rate for mileage, effective 8/1/2009.

Provided by the Department of Geology and Geological Engineering Geovisualization Laboratory - Lance D. Yarbrough, PhD, PE
International Travel

• Lodging
  • Actual amount of lodging – detailed receipt required

• Meals
  • Defense Travel Mgmt Office published per diem rates
    • (Local meals + Local Incidental)
  • Quarter breakdowns as previously discussed

• Convert to U.S. dollars
  • Use the date of the transaction
P-Card Charges

- Travel charges on the P-card. The Business purpose must be documented.
  - Airline/Amtrak Ticket Detail form
    - Other departmental forms are accepted
  - Notes section of PaymentNet
  - Documented directly on the invoice/itinerary or receipt
Some Allowable Miscellaneous Expenses

- Internet access fees
- Copies-coded to Account 542030
- Mandatory bellman/maid charges
- Passport fees/Visa Fees coded to 521065
- Currency exchange fees (must be documented on cc statement)
- Immunizations – required or recommended by physician – attach written documentation – code 521065
- Tribal Development Fees - lodging at Casinos (this is not a tax)
- Parking Fees
  - Allowed with a receipt for personal, state and rental vehicles
Additional Information

Some Unallowable Miscellaneous Expenses

• Alcoholic beverages
• Entertainment
• Late check-out or no-shows *(without justification)*
• Parking tickets or other traffic tickets
• Spouse/traveling companion(s) expenses
• First Class/Business Class Airfare
• Cancellation charges are not reimbursed unless business related or personal emergency
Additional Information

- Risk Management – valuable resource
  - Travel outside the U.S
  - Rental car policy and guidelines


<table>
<thead>
<tr>
<th>Out of State Workers Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Outside of the United States-WC</td>
</tr>
<tr>
<td>Volunteers Workers Compensation Forms</td>
</tr>
<tr>
<td>Workforce Safety and Insurance</td>
</tr>
<tr>
<td>Field Trip Form and Instructions</td>
</tr>
<tr>
<td>Waivers</td>
</tr>
<tr>
<td>Car Rental Policy and Guidelines</td>
</tr>
</tbody>
</table>
PeopleSoft Travel & Expense

- We encourage one expense report per trip (each employee pays own expenses)
- Submit report within 60 days of completion of travel
- Receipts must be attached to the expense report
  - If a receipt is not available, complete and attach a Certificate of Missing Receipt form

3/14/2018
PeopleSoft Travel & Expense

• “Stops” in the workflow include:

  - Traveler (or delegate) – same “stop”
  - HR Supervisor
  - Department expense manager
  - College/Division expense manager (optional)
  - Grants & Contracts (if grant funded)
  - Pre-pay auditor (Procurement & Payment Services)
PeopleSoft Travel & Expense

PeopleSoft (PS) Module

• Within PS Finance
• Requires Duo Authentication
• Expenses WorkCenter
PeopleSoft Travel & Expense

- Within the Expenses WorkCenter
- Create/Edit Report
  - Traveler/employee
  - Delegate
PeopleSoft Travel & Expense

Header info includes:

- **Business purpose** (pick from dropdown list)
- Destination Location
- Report Description
PeopleSoft Travel & Expense

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Total</th>
<th>0.00</th>
<th>USD</th>
</tr>
</thead>
</table>

- Add a line for each expense incurred.
- Select from the expense type dropdown or click the category icon to select a group of expenses.
PeopleSoft Travel & Expense

- One expense line per Lodging Receipt
- One expense line for EACH DAY of meals
- One expense line for round trip mileage

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/14/2017</td>
<td>Lodging Out of State</td>
<td>Lodging at conference</td>
<td>Employee Paid</td>
<td>2,000.00</td>
<td>USD</td>
</tr>
<tr>
<td>04/14/2017</td>
<td>Meals Out of State</td>
<td>Lunch provided in registration</td>
<td>Employee Paid</td>
<td>64.00</td>
<td>USD</td>
</tr>
<tr>
<td>04/15/2017</td>
<td>Meals Out of State</td>
<td>Lunch provided</td>
<td>Employee Paid</td>
<td>44.80</td>
<td>USD</td>
</tr>
</tbody>
</table>
PeopleSoft Travel & Expense

Lodging Expenses
- One expense line per receipt
- Enter number of nights stayed
- Merchant information
  - Always Non-Preferred
  - Name of merchant is required
  - May need to justify the cost (excess of per diem)

Defaults from Profile
Pulls in from information entered in header
PeopleSoft Travel & Expense

Meal Expenses

- Meal lines will include a start and stop time.
- Per diem is based on a full day. Any meals not being claimed will simply be deducted.
A report number is assigned once the report is saved.

Can save for later and return to complete.

Once complete, simply submit.
  - This must be done by the traveler.
PeopleSoft Travel & Expense

To submit the report:

• On the Summary page, the traveler must
• Check the box certifying the accuracy of expenses reported
• Click the Submit Expense Report
  • Greyed out till box is checked
  • Is considered the digital signature of the traveler
PeopleSoft Travel & Expense

To update an existing report that has not been submitted:

- Create/Edit Report
- Find an Existing Value
- Leave Criteria blank
- Click Search
PeopleSoft Travel & Expense

To locate a submitted report

• Review Report
• Search by criteria – or leave blank for all reports
PeopleSoft Travel & Expense

Report opens on summary page

- Track progress on workflow bar
- Green checkmark on completed “stops”
- View approval history in details below the including Date/Time of the completed action
# PeopleSoft Travel & Expense

Check out the training videos on our webpage

<table>
<thead>
<tr>
<th>Home</th>
<th>About Us</th>
<th>Procurement</th>
<th>Payment</th>
<th>P-Card</th>
<th>Travel &amp; Expenses</th>
<th>Forms</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Finance Operations</td>
</tr>
<tr>
<td><img src="image1" alt="Check out the training videos on our webpage" /></td>
<td><img src="image2" alt="Check out the training videos on our webpage" /></td>
<td><img src="image3" alt="Check out the training videos on our webpage" /></td>
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<td><img src="image6" alt="Check out the training videos on our webpage" /></td>
<td><img src="image7" alt="Check out the training videos on our webpage" /></td>
<td><img src="image8" alt="Check out the training videos on our webpage" /></td>
</tr>
</tbody>
</table>

**Travel**

- Approving a Report - Video
- Creating an expense report - Video
- Delegate notification process - Video
- Deleting an expense report - Video
- Find update an existing expense report - Video
- Lodging expense type - Video
- Meal reimbursement lines - Video
- Non-travel expense report - Video
- Project grant funding sources - Video
- Quick fill - Video
- Temp approval authorization - Video
- Turn off auto complete - Video
- Withdrawing an expense report - Video
Questions

Happy Travels and
THANKS FOR COMING!!