Employee Travel

University of North Dakota
Grand Forks, ND
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 training (videos) and quick links sections on our Travel & Expenses webpage
Eligible Travel Expenses

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

Best Practice - Each employee should pay their own expenses

10/25/2018
P-Card Eligible Travel Expenses

- Airfare/Amtrak Tickets
- Lodging
- Rental Car
- Miscellaneous (including but not limited to)
  - Conference registration
  - 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** – document a business purpose or personal emergency justification
Eligible Travel Expenses

Airline/Amtrak

- Expenses that will **not** be reimbursed
  - Economy plus/Delta comfort/business/first class upgrade
  - Value of frequent flyer miles used
  - Additional checked baggage (without justification)
    - Only first check bag is reimbursed
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)
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
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
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
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

- **Meals**: $35 per day
- **Mileage**: $0.545 per mile as of (01/01/2018)
- **Lodging**: $84.60 + tax (standard) as of (10/01/2018)
In-state Travel

• Lodging
  • 90% of GSA (General Services Administration) rate
  • Currently $84.60 + tax
  • Western ND
    • Same rate across the state - $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

• Breakdown of quarters 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

10/25/2018
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
Additional Information

Some Allowable Miscellaneous Expenses

• Internet access fees
• Copies
• Mandatory bellman/maid charges
• Passport fees/Visa Fees coded
• Currency exchange fees (must be documented on cc statement)
• Immunizations – required or recommended by physician – attach written documentation
• 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
• 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

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
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** *(select from dropdown list)*
- **Destination Location**
- **Report Description**
• 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 (will require that you document the number of nights)
- One expense line for **EACH DAY** of meals
- One expense line for round trip mileage

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Total</th>
<th>USD</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
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<tbody>
<tr>
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<td>Lodging Out of State</td>
<td>lodging at conference</td>
<td>Employee Paid</td>
<td>2,000.00</td>
<td>USD</td>
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<tr>
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<td>lunch provided in registration</td>
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<td>USD</td>
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<td>lunch provided</td>
<td>Employee Paid</td>
<td>44.80</td>
<td>USD</td>
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</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)
**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
  • Submission must be completed 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
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To locate a submitted report

• Review Report
• Search by criteria – or leave blank for all reports
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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
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Check out the training videos on our webpage
Questions

Happy Travels and THANKS FOR COMING!!

10/25/2018