Travel - Employee – Mileage

University employees are to use a state-owned vehicle (State Fleet) for business travel whenever possible. The use of a vehicle other than State Fleet must be approved by the employee’s supervisor.

A UND department may pay a personal mileage rate less than the established mileage rates. If travel by motor vehicle exceeds any geographical point 300 miles beyond the borders of North Dakota, reimbursement is limited to $.18 cents per mile for miles driven beyond the 300 miles from the North Dakota border.

- The request for reimbursement must be submitted via the Travel & Expense module in PeopleSoft Finance. (All travel expenses for one trip can be submitted on the same expense report)
- Please reference the Travel & Expense User Guide for instructions on entering an expense report
- The business purpose of the travel must be documented.
- Traveler must be the one to submit the expense report. This electronic submittal is accepted as the signature of the traveler.

Please contact your Grants and Contracts Officer prior to scheduling any travel to be paid for with Grant funds.