

Travel

Payment of travel expenses, per diem allowances and travel advances are governed by NDCC Chapter 44-08-04 (lodging and per diem), 44-08-04.1 (per diem for long-term travel), 44-08-04.2 (travel advances), and 54-06-09 (mileage). Mayville State University employees are required to follow the state travel guidelines as set up by the Office Management and Budget. Allowances and the complete list of policies regarding travel by state employees may be found in detail at [GSA Fiscal and Administrative Policies](#).

Every employee must pay his or her own expenses (MaSU purchase card or direct billing from hotels may be used) and submit an individual voucher for reimbursement.

Expense reimbursement may occur only if the proper authorization has been secured *prior* to departure. The extent to which the University can assist in paying for travel is dependent on the availability of funding.

All staff and faculty must receive authorization from their immediate supervisor. Mayville State University utilizes the travel authorization module in PeopleSoft to obtain this authorization.

The following guidelines for reimbursement apply:

1. Airfare may be charged to a travel agency only after notice of trip approval has been received.
2. When accompanied on a state-authorized trip by a family member, the state employee should provide documentation of the single person room rate so that only the appropriate amount is charged to the state. The official, original lodging receipt is required for reimbursement.
3. Charges for laundry, valet charges, alcohol, entertainment, late check-out charges, parking or other traffic tickets, and tips (with the exception of restaurant tips when on recruitment visits) will not be reimbursed.
4. Receipts are required for all reimbursable expenditures with the exemption of meals which are reimbursed through a per diem allowance in accordance with [GSA rates](#).
5. A personal vehicle, reimbursement will be made according to the rates set by GSA Fiscal and Administrative policies.

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

1. 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 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.
2. 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;
3. There will be an attempt to equalize funds among disciplines;
4. Faculty who have not traveled in recent years will be given preference over those who have done so;
5. Benefits to the University and the State will be evaluated in determining which faculty or staff secure funding;
6. Employees nearing retirement or on one-year appointments have lowest priority.

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