

Travel

Payment of travel expenses, per diem allowances and travel advances are governed by the provisions of NDCC Chapter 44-08. 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 [OMB Fiscal and Administrative Policies](#).

Every employee must pay his or her own expenses (MSU credit card or direct billing from hotels may be used) and submit an individual voucher for reimbursement. Allowances for travel advances may be made pursuant to NDCC section 44-08-04.2:

Any state agency shall advance at the request of the agency head for employees of that agency funds to be used for payment of meal and lodging expenses incurred while the official or employee is traveling on official business of this state, provided that such travel must be planned to be **in excess of five days per month**, whether or not consecutive, and provided that the funds advanced do not exceed eighty percent of estimated expenses for the period. Travel advances must be approved by the chief executive officer or a designee of the agency involved. Funds advanced for meals and lodging under this section shall be accounted for as required under section 44-08-04 for travel.

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.

1. Staff must receive authorization from their immediate supervisor.
2. All faculty must complete the [Application for Travel](#). Faculty should plan trips so they are absent from classes no longer than four consecutive class days. No travel reimbursement will be paid unless the signed Application for Travel form is attached to the Travel Voucher form when a claim for reimbursement is made. Reimbursement will only be for *approved* amounts.

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

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

3. The following guidelines for reimbursement apply:

- Charges for laundry, valet charges, alcohol, entertainment, late check-out charges, parking or other traffic tickets, and tips (with the exception of restaurant tips) will not be reimbursed.
- Whenever a charge is made under the “Miscellaneous” column on a travel voucher, it requires detailed explanation and a receipt must be attached if the item is greater than \$10.
- 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](#).
- Employees when required to travel by motor vehicle or truck in the performance of official duty, shall use a state-owned vehicle, whenever possible. If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates set by OMB Fiscal and Administrative policies.
- Airfare may be charged to a travel agency only after notice of trip approval has been received.

[Travel Vouchers](#) need to be submitted with original receipts to the employee’s supervisor, or, for faculty, the VPAA, for approval signatures.

Reviewed: Summer, 2012

**Revised: July 10, 2012
March, 2016**

Sponsor: Vice President for Business Affairs