**NORTH DAKOTA FINANCE & OPERATIONS**

**STUDENT ASSOCIATION POLICY LIBRARY**

MotorPool and Travel Reimbursement

**MOTORPOOL** – Use of State Vehicles: UND allows NDSA to use UND Transportation Department to reserve state vehicles, statewide, for NDSA business.

1. Officers need to contact the NDSA President for reservation approval.
2. NDSA President makes the reservation through UND Transportation Dispatch at 777-4122.
3. UND Dispatch will arrange vehicle pick-up and paperwork with other schools if the NDSA officer is not picking the vehicle up from the UND motorpool.
4. UND Transportation requires vehicle users provide proof of valid driver’s license.
5. UND motorpool billing is sent to the UND Controller’s Office. The Controller’s Office forwards a scanned copy of the billing to NDSA Vice President of Operations and Finance and President.
6. Motorpool billing is automatically deducted from NDSA funds. There is no need to submit a payment voucher.
7. If there is an error on billing, the NDSA President or Vice President of Finance and Operations needs to contact UND Transportation Dispatch.

**TRAVEL REIMBURSMENT –** Students may be reimbursed for travel expenses incurred while on Official NDSA business. Allowable reimbursements include lodging, airfare, rail and mileage if it has been approved by the NDSA assembly, at an official meeting, before the expenses are accrued. The assembly can make acceptations in situations as deemed appropriate by the Internal Affairs Committee.

**PROCESS FOR REIMBURSMENT –** Complete and submit a Non-Employee/Student Travel Expense Worksheet attaching all ORIGINAL receipts, official NDSA minutes showing approval and any other supporting documentation. The form can be found online at <http://und.edu/finance-operations/accounting-services/travel-non-employee-students.cfm>. The business purpose of the travel must be documented (who, what, when, where & why).

1. **Meals** – UND encourages students to pay the ND employee rate, but the GSA rate for student meals in ND can be used because NDSA students are non-employees. NDSA does not typically pay for meal reimbursement but can make acceptations deemed as appropriate by the Internal Affairs Committee. Maximum reimbursement for meals, if deemed appropriate, if as follows:
	1. Breakfast – $8.50
	2. Lunch – $10.50
	3. Supper – $12.50
2. **Lodging** - NDSA students are able to obtain the ND in-state lodging rate. Student should ask the hotel for the ND state rate. The current rate is posted on the Accounting Services web page. Lodging is reimbursed at the actual expense amount with a detailed original receipt. Use the Non-Employee/Student Travel Expense Worksheet. Attach ORIGINAL receipt and worksheet to the Voucher. If the student is unable to obtain the ND state rate, the actual rate can be reimbursed because NDSA students are not employees.
	1. **Direct Billing-** Lodging may also be direct billed to the University by completing a Direct Billing of Lodging form and submitting it to Accounting Services for approval PRIOR TO TRAVEL. Contact Patty Sigurdson in the UND Controller’s office (777-2243) for help with this form. She may need to contact and fax information to the hotel on behalf of the NDSA. Not all hotels offer the state rate, and many hotels do not direct bill to UND.
3. **Air/Rail Travel** – Air and Rail travel may be reimbursed to the student with an attached itinerary/invoice which details the dollar amount paid. UND only reimburses for economy (formerly coach) class rates. First class and business class upgrades are not reimbursed. The itinerary/invoice should be attached to the Non-Employee/Student Travel Expense Worksheet. The traveler’s actual signature, not stamped, is required on the worksheet.
4. Other travel expenses may be reimbursed if deemed appropriate by the NDSA Assembly. Examples are baggage fees, taxi or shuttle fare from/to airport and hotel.

Original receipts are required for any reimbursement. All requests for reimbursements must be PRE-APPROVED by either the NDSA President and the Vice President of Finance and Operations or the entire NDSA Assembly. Completed documents are turned into UND Accounting Services, Twamley Hall 115.