



## Policy Library

Motor Pool and Travel Reimbursement  
Approved by the General Assembly on April 27, 2019

### MOTOR POOL

Use of State Vehicles: NDDOT allows NDSA to use state fleet motor pool to reserve state vehicles, statewide, for NDSA business.

- A. Officers need to contact the NDSA President for reservation approval.
- B. NDSA President makes the reservation through their campus' state fleet transportation dispatch or the NDDOT reservation portal. Students may be given authority by the NDSA President to complete this step independently.
- C. Dispatch requires vehicle users provide proof of valid driver's license.
- D. Motor pool billing is sent to the UND Business Service Center. The Business Service Center forwards a scanned copy of the billing to NDSA Vice President of Finance and Operations and President.
- E. Motor pool billing is automatically deducted from NDSA funds. There is no need to submit a payment voucher.
- F. If there is an error on billing, the NDSA President or Vice President of Finance and Operations needs to contact the Business Service Center.

### TRAVEL REIMBURSEMENT

Students may be reimbursed for travel expenses incurred while on Official NDSA business. Allowable reimbursements include lodging and mileage if it has been approved by the NDSA assembly, at an official meeting. **Students who intend on seeking reimbursement must send an email to the NDSA Vice President of Finance and Operations with information that includes the departure date, departure time, destination, return date, and return time.**



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#### PROCESS FOR REIMBURSEMENT

Complete and submit a Non-Employee/Student Travel Expense Worksheet attaching all 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).

**Meals:** The Business Service Center 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. Maximum reimbursement for meals, if deemed appropriate, is as follows:

- Breakfast – \$8.50
- Lunch – \$10.50
- Supper – \$12.50

**The Assembly may waive the receipt requirement and reimburse at the above stated per diem rates with a simple majority vote.**

**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 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.

**Direct Billing:** Lodging may also be direct billed to the University by completing a Direct Billing of Lodging form and submitting it to the Business Service Center for approval PRIOR TO TRAVEL. They 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 the Business Service Center.

**Other travel expenses may be reimbursed if deemed appropriate by the NDSA Assembly.**

Receipts are required for any reimbursement. 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 the Business Service Center.