Policy

TRAVEL & PAYMENT OR REIMBURSEMENT DCB.806.1
EFFECTIVE DATE: AUGUST 16, 2025 REVISED: SEPTEMBER 25, 2025
Source: SBHE Policy Manual Section 806.1 and OMB Policy 505 Reimbursement for Meals and Lodging

Policy
Payment or reimbursement of employee travel expenses is governed by N.D.C.C. §§ 44-08-04 (lodging and per diem), 44-08-04.1 (per diem for long-term travel), 44-08-04.2 (travel advances), 54-06-09 (mileage). In addition to expenses for travel out of town, employees are also entitled to reimbursement for meals attended in the city where they normally work if such attendance is required or requested in connection with their duties. Guidelines for business-related payment or reimbursement of expenses comply with Internal Revenue Service (IRS) accountable plan regulations and the N.D.C.C. as outlined in the NDUS Procedure 806.1.

Payment or reimbursement of an expense that personally benefits an employee (except to pay or reimburse the reasonable cost of a meal or other business-related expense) is prohibited.

Travel, Employee
Payment or reimbursement for travel falls under the NDUS procedure 806.1 Payment or Reimbursement of Meals and Other Travel or Institutional Expenses. DCB travel for official college business will be coordinated to minimize expenses. Employees who travel as part of their regular duties must communicate their plans with their supervisor.

Funds are available through professional development for professional and educational conferences. A request for professional development funds must be made in advance with the supervisor's approval.

Travel, Motor Pool Procedures
Operators must be state employees to operate a state fleet vehicle and must complete the Defensive Driving course within the past four years. Further explanation may be found in the ND State Fleet Services Policy Manual.

To Use a State Vehicle
Contact Physical Plant to reserve the vehicle. Provide the following information: name, destination, and dates of travel.

Before leaving, pick up the vehicle packet from Physical Plant. Be prepared to show your current driver's license.

The vehicle packet contains instructions and policies regarding the use of State Fleet vehicles. Please read through the material. Before leaving campus, write the beginning odometer reading on the Trip Report Card found in the vehicle packet. Upon returning, write the ending odometer reading and complete the remainder of the card.

Fill the vehicle with gas before returning to campus. Operators must have an issued PIN from State Fleet obtained through the Business Office to fill the vehicle with gas. Use the credit card located in the glove box for all charges such as gas, repairs, and jump-starts. After using the card, place it back in the glove box and place receipts in the vehicle packet. Use a station that accepts *Voyager* credit cards. When away from Bottineau, fill at a Department of Transportation fueling station, if possible. A list of these sites is in the glove compartment of the state fleet vehicle.

Remove any personal refuse upon returning the vehicle to campus.

Return the vehicle packet to Physical Plant immediately upon return.

General Regulations for Operators

- Operators must obey and comply with all traffic laws.
- Operators must pay, without reimbursement and as soon as possible, all illegal parking fees and traffic fines.
- Operators must immediately report all accidents. See the ND State Fleet Services Policy Manual in the key packet.
- Operators must use state vehicles for conducting state business and not for personal use. Vehicles may not be taken to personal residences for overnight parking.
- Operators may not transport their spouses, children, animals, or hitchhikers in state vehicles.
- Operators must wear properly fastened safety belts.
- Smoking is prohibited in all State Fleet vehicles.
- All vehicles assigned daily must be returned to the parking lot at the end of the day unless other arrangements are made ahead of time.

Employees are encouraged to use a State Fleet vehicle rather than a personal vehicle. Mileage reimbursement for the use of a personal vehicle will be at a reduced rate if the employee does not use an available State Fleet vehicle.

Large Passenger Vans

The large passenger vans transport up to 15 people. The following people may drive these vans:

- Those who have a valid CDL and have completed online training within the past four years.
- Those who have a valid driver's license and have completed online training and behind-the-wheel training. Call Physical Plant to set up training.

Insurance

Employees traveling on college business bear the primary responsibility for making sure there is adequate insurance protection, both for their own medical and personal losses in case of accident and to cover any liability for injury to others.

All personnel using DCB vehicles are covered by a collision, bodily injury, and liability policy. Personal vehicles used for college-related travel are not covered by State Fleet insurance; employees should be sure they have adequate liability when using their personal vehicle.

Meals, Per Diem and Other Reimbursement
DCB will follow OMB Policy 505 Reimbursement for Meals and Lodging, providing meal allowance, mileage and lodging for employees conducting DCB business. This may be found at https://www.omb.nd.gov/sites/www/files/documents/financial-transparency/fiscaladminpolicy.pdf.

Employees who are authorized to travel at DCB's expense are required to submit a record of travel expenses on the Travel Expense Module. In order for reimbursement requests to be considered as nontaxable, the reimbursement requests and/or the reconciliation and return of any excess funds provided as part of an advance must be submitted with appropriate documentation no later than 60 days after the return from travel, or no later than 60 days after the completion of the expense transaction if it did not involve travel. Employees must submit reimbursable travel expenses and per-diem in the Travel Expense Module along with uploading all required receipts no later than 60 days after the return from travel, or no later than 60 days after the completion of the expense transaction if it did not involve travel. Pursuant to the IRS regulations, DCB must report as taxable income on the employee's W-2 any business expenses that are not substantiated and remitted within the 60-day deadline established. Reimbursements paid to a non-employee must be submitted within the established deadline; otherwise, they will be reported as taxable income on the IRS Form 1099.

In rare circumstances, there may be reimbursements that cannot meet the requirements for timely submission. Extenuating circumstances may include, but are not limited to, a serious illness or another unforeseen emergency outside the control of the employee. They require written approval of the DCB Campus Dean.

If meals are included in conference registration fees, provided by the hotel or other meetings, the related meal allowance cannot be claimed. The expense allowance for each quarter of any 24 hours is outlined in the Office of Management and Budget (OMB) Travel Manual, Policy 505 – Reimbursement for Meals and Lodging, as per NDCC Chapter 44-08-04.

When a trip starts in one month and ends in another, reimbursement for each month's expenses must be requested separately. All the lodging receipts should be attached in the Travel Expense Module and submitted to substantiate the portion claimed that month.

All travel vouchers are audited by the State Auditing Department, and any employee may be contacted for an explanation and verification of amounts shown.