NDSU NORTH DAKOTA STATE UNIVERSITY

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

Contact Information

NDSU NORTH DAKOTA STATE UNIVERSITY

Accounting Service Center

Supporting College of Agriculture:

NDSU.Accounting.ASC.Portfolio1@ndsu.edu

Supporting College of Arts and Sciences:

NDSU.Accounting.ASC.Portfolio2@ndsu.edu

Supporting Colleges of Engineering, Business, Health & Human Services:

NDSU.Accounting.ASC.Portfolio3@ndsu.edu

Supporting Provost's Office, Grad School & Non-Academic Units:

NDSU.Accounting.ASC.Portfolio4@ndsu.edu

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Note: Please include Dept # in subject line for routing

Website links:

Accounting Service Center

https://www.ndsu.edu/accounting/accounting_service_center/

Business Centers:

https://www.ndsu.edu/accounting/business_centers/

Purchasing

Old Main 17 | Phone (701) 231-8346

Stacey Winter – Director

Casie Ewalt – Procurement Officer

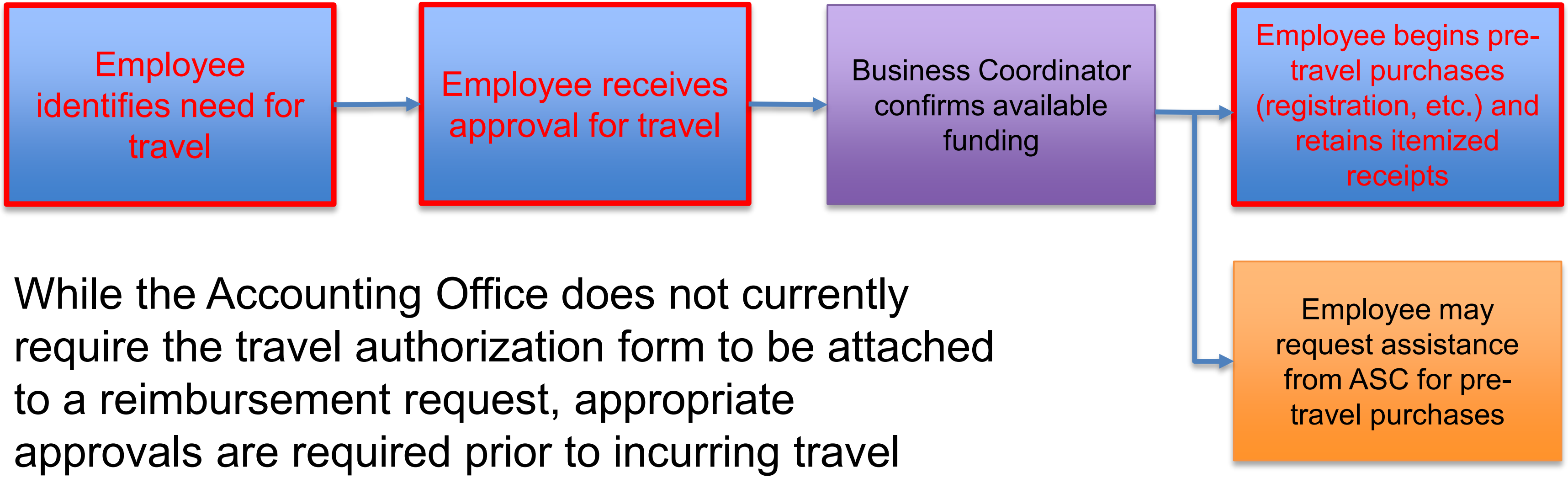
Jane Busko – Procurement Officer

Travel and Expense Reimbursement

Process Flow and Handoffs

NDSU NORTH DAKOTA STATE UNIVERSITY

Process Flow: Pre-travel



Employee identifies need for travel

Employee receives approval for travel

Business Coordinator confirms available funding

Employee begins pre-travel purchases (registration, etc.) and retains itemized receipts

Employee may request assistance from ASC for pre-travel purchases

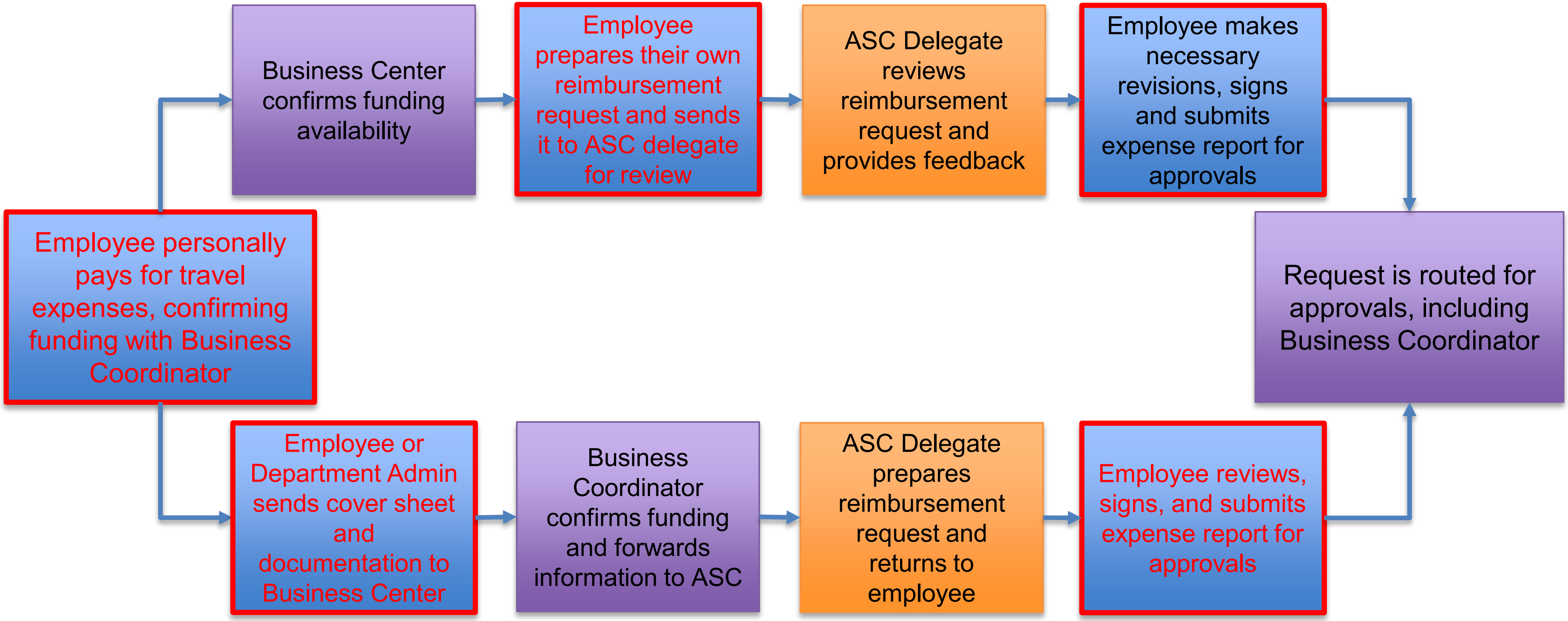
While the Accounting Office does not currently require the travel authorization form to be attached to a reimbursement request, appropriate approvals are required prior to incurring travel expenses.

Travel Authorization - out of state

Things to Remember: Pre-Travel

- The most economical form of travel can be reimbursed. Do a price comparison showing the cost-benefit prior to booking a rental car or airfare reservation from an alternate location. Include this comparison with your reimbursement or P-Card documentation. Pre-authorization requests can be sent to NDSU.Accounting.Travel@ndsu.edu.
- Airfare is limited to main cabin economy flight, one checked and one carry-on bag. Proof is required showing it was the only option available if premium economy/business/first class or seats with an additional charge are purchased.
- We are unable to pay for refundable airfare or trip insurance.
- If in-state lodging cannot be found at 90% of the GSA rate, prior authorization from NDSU.Accounting.Travel@ndsu.edu is required before reserving a room. Three lodging facilities must be contacted; the lowest available rate will be reimbursed, regardless of which hotel is selected. Additional fees (safe, room service, mini-bar, bottled water etc.) are not allowed.
- Accounting Service Center will not charge hotel rooms to their P-Cards on behalf of others.

Process Flow: Reimbursement


Employee personally pays for travel expenses, confirming funding with Business Coordinator

Business Center confirms funding availability

Employee prepares their own reimbursement request and sends it to ASC delegate for review

ASC Delegate reviews reimbursement request and provides feedback

Employee makes necessary revisions, signs and submits expense report for approvals

Employee or Department Admin sends cover sheet and documentation to Business Center

Business Coordinator confirms funding and forwards information to ASC

ASC Delegate prepares reimbursement request and returns to employee

Employee reviews, signs, and submits expense report for approvals

Request is routed for approvals, including Business Coordinator

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Delegates are trained in allowable expenses and documentation rules; working with a delegate will reduce the likelihood of a report being returned for corrections. Delegates only receive notification of returned reports they create.

Process Flow: Approvals

Employee submits expense report for approval

HR Supervisor reviews for allowability of travel

Expense Manager (Business Coordinator) reviews for department funding availability

Grant and Contract Accounting reviews for grant compliance

Prepay auditor reviews expense report for policy compliance and proper documentation

Payment to employee is processed

Prepay auditors do not review expense reports until the end of the approval chain, but the coordination between the employee and ASC delegate will help minimize returned claims at this step in the process.

While each reviewer plays a specific role, it is helpful for earlier reviewers to also look for compliance and proper documentation. Resubmitted claims restart the entire approval process.

Common errors or missed items

- Missing documentation, especially flight credits and signed student travel form
- Missing dates, location or business purpose
- Missing departure/arrival times, particularly when not traveling by air
- Missing Uber/Lyft information (time and address from/to or map with route)
- Incorrect/incomplete banquet forms
- Meals claimed that were provided by another source (hotel/conference)
- Comparison data
- Documentation justifying additional expense (eg: airline seat charges when no other option available)

Other Travel Notes

- The Accounting Service Center is allowed ten business days on all requests. While we often complete requests faster than this, please do not expect a turnaround of 1-2 days.
- Sharing a hotel room may cause the rate to go slightly over the state rate. This is acceptable if both parties are NDSU employees traveling for NDSU business purposes.
- A banquet calculator is in draft form, with the intent to post it to the ASC website in the near future.
- The $5.00 limit on tips for transportation services (Taxi, Uber, etc.) is per policy, but a review has been requested.
- Transportation to/from meals is considered a personal expense and included in the per diem allotments for meals.
- The ASC will cross-reference travel expenses with P-Card records for overlapping documentation. While we may still need information from you, we are reducing redundant information requests to the extent possible.
- Delegates only receive notification of returned requests when they create the report.

Related Forms: Travel

Travel Forms:

- Cover Sheet - Travel Expense
- In-State Travel Agenda/Meeting Documentation
- Travel Authorization - Out-of-State
- Cover Sheet - Multiple Location Travel Expense
- Travel Advance Request
- Travel - Student Payment
- Travel - Quick Reference Guide

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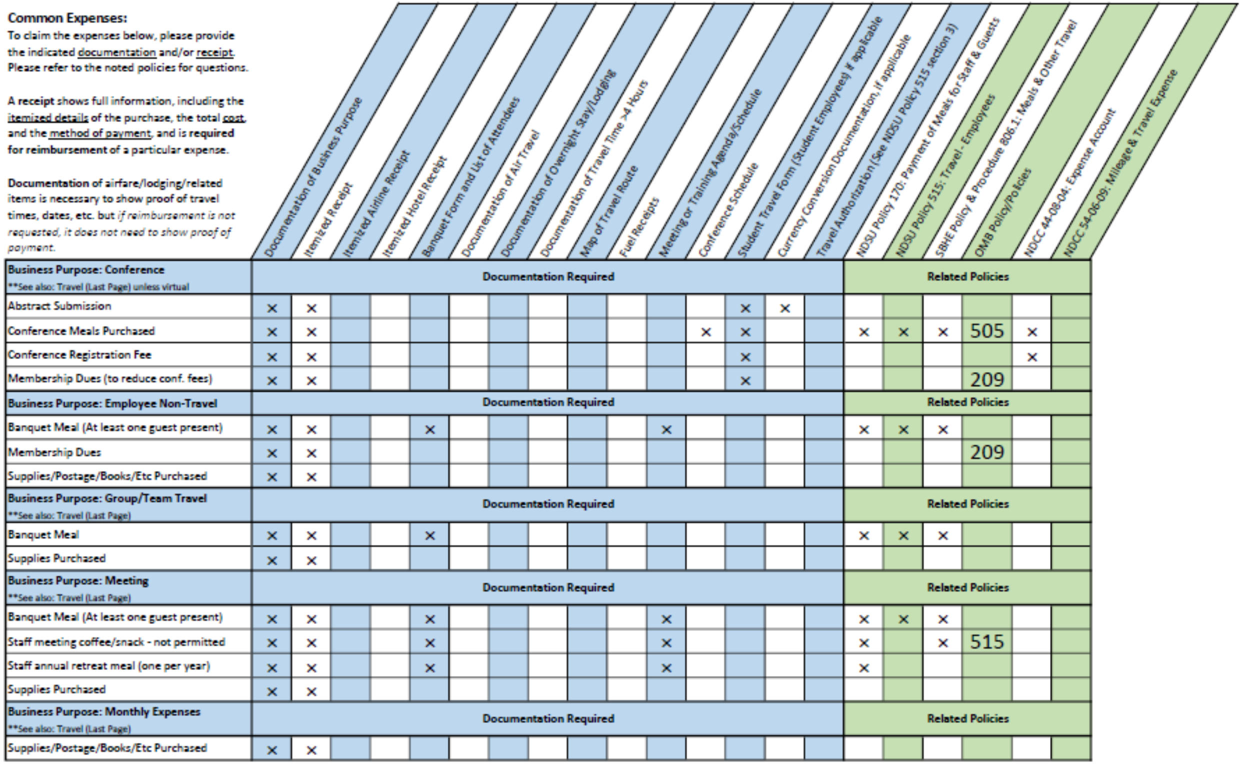
Note: Reimbursement request cover letter form is pending; use the current department sheet or contact ASC for example from another department.

Documentation Requirements (1/3)

Supporting documentation must be provided by the individual requesting reimbursement.



Common Expenses:
To claim the expenses below, please provide the indicated documentation and/or receipt. Please refer to the noted policies for questions.

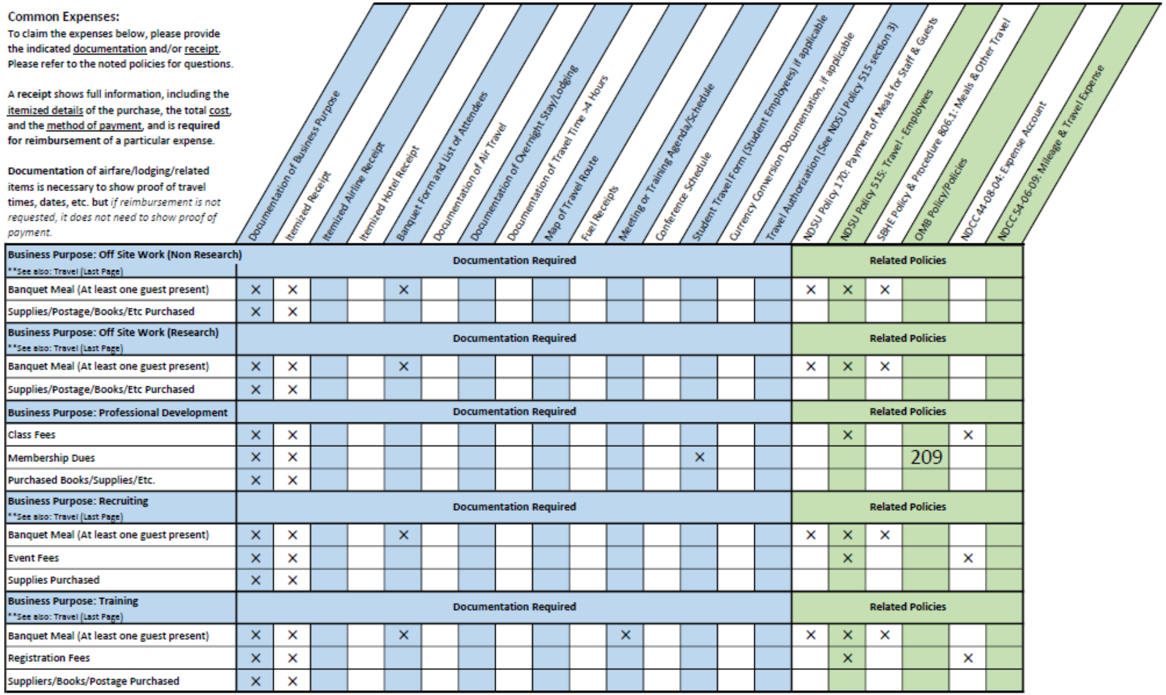
A receipt shows full information, including the itemized details of the purchase, the total cost, and the method of payment, and is required for reimbursement of a particular expense.

Documentation of airfare/lodging/related items is necessary to show proof of travel times, dates, etc. but *if reimbursement is not requested, it does not need to show proof of payment.*

	Documentation of Business Purpose	Itemized Receipt	Itemized Airline Receipt	Itemized Hotel Receipt	Banquet Form and List of Attendees	Documentation of Air Travel	Documentation of Overnight Stay/Lodging	Documentation of Travel Time >4 Hours	Map of Travel Route	Fuel Receipts	Meeting or Training Agenda/Schedule	Conference Schedule	Student Travel Form (Student Employees) if applicable	Currency Conversion Documentation, if applicable	Travel Authorization (See NDSU Policy 515 section 3)	NDSU Policy 170: Payment of Meals for Staff & Guests	NDSU Policy 515: Travel - Employees	SBHE Policy & Procedure 806.1: Meals & Other Travel	OMB Policy/Policies	NDCC 44-08-04: Expense Account	NDCC 54-06-09: Mileage & Travel Expense
Business Purpose: Conference **See also: Travel (Last Page) unless virtual	**Documentation Required**															**Related Policies**					
Abstract Submission	×	×											×	×							
Conference Meals Purchased	×	×										×	×			×	×	×	505	×	
Conference Registration Fee	×	×											×							×	
Membership Dues (to reduce conf. fees)	×	×											×						209		
Business Purpose: Employee Non-Travel	**Documentation Required**															**Related Policies**					
Banquet Meal (At least one guest present)	×	×			×						×					×	×	×			
Membership Dues	×	×																	209		
Supplies/Postage/Books/Etc Purchased	×	×																			
Business Purpose: Group/Team Travel **See also: Travel (Last Page)	**Documentation Required**															**Related Policies**					
Banquet Meal	×	×			×											×	×	×			
Supplies Purchased	×	×																			
Business Purpose: Meeting **See also: Travel (Last Page)	**Documentation Required**															**Related Policies**					
Banquet Meal (At least one guest present)	×	×			×						×					×	×	×			
Staff meeting coffee/snack - not permitted	×	×			×						×					×		×	515		
Staff annual retreat meal (one per year)	×	×			×						×					×					
Supplies Purchased	×	×																			
Business Purpose: Monthly Expenses **See also: Travel (Last Page)	**Documentation Required**															**Related Policies**					
Supplies/Postage/Books/Etc Purchased	×	×																			

Documentation Requirements (2/3)

Department administrative or academic staff may help organize receipts before turning the documentation over to Business Center for funding information.



Common Expenses:

To claim the expenses below, please provide the indicated documentation and/or receipt. Please refer to the noted policies for questions.

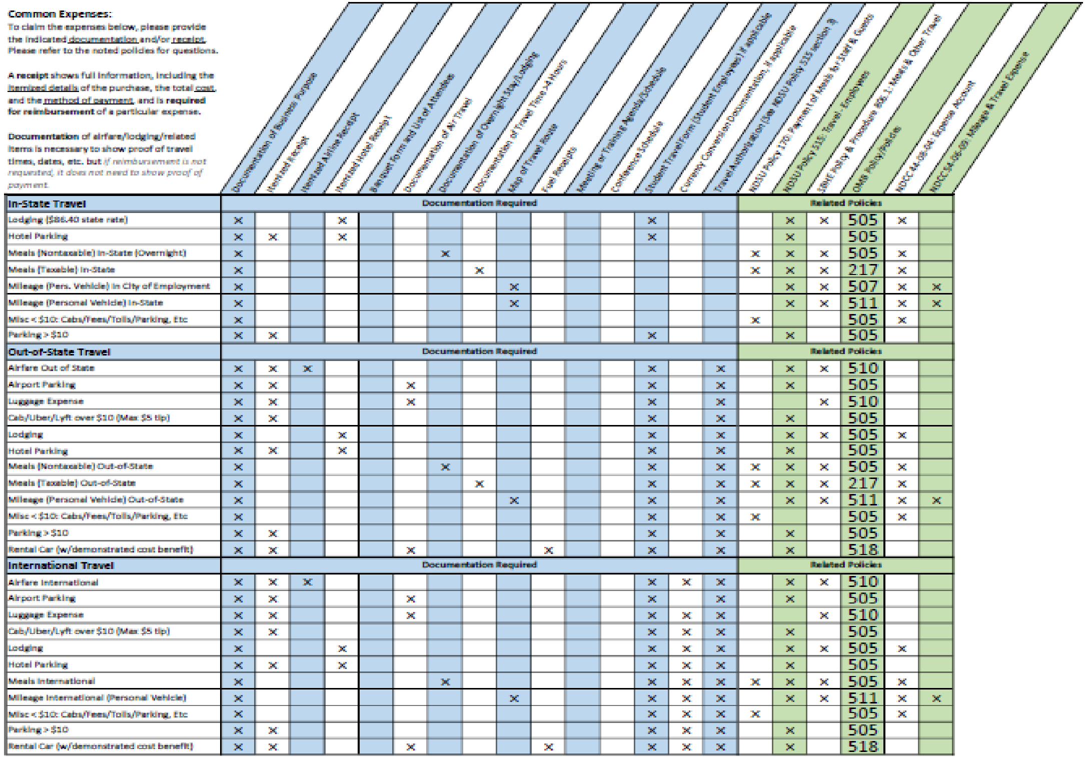
A receipt shows full information, including the itemized details of the purchase, the total cost, and the method of payment, and is required for reimbursement of a particular expense.

Documentation of airfare/lodging/related items is necessary to show proof of travel times, dates, etc. but *if reimbursement is not requested, it does not need to show proof of payment.*

	Documentation of Business Purpose	Itemized Receipt	Itemized Airline Receipt	Itemized Hotel Receipt	Banquet Form and List of Attendees	Documentation of Air Travel	Documentation of Overnight Stay/Lodging	Documentation of Travel Time >4 Hours	Map of Travel Route	Fuel Receipts	Meeting or Training Agenda/Schedule	Conference Schedule	Student Travel Form (Student Employees) if applicable	Currency Conversion Documentation, if applicable	Travel Authorization (See NDSU Policy 515 section 3)	NDSU Policy 170: Payment of Meals for Staff & Guests	NDSU Policy 515: Travel - Employees	SBHE Policy & Procedure 806.1: Meals & Other Travel	OMB Policy/Policies	NDCC 44-08-04: Expense Account	NDCC 54-06-09: Mileage & Travel Expense
Business Purpose: Off Site Work (Non Research) **See also: Travel (Last Page)	**Documentation Required**															**Related Policies**					
Banquet Meal (At least one guest present)	×	×			×											×	×	×			
Supplies/Postage/Books/Etc Purchased	×	×																			
Business Purpose: Off Site Work (Research) **See also: Travel (Last Page)	**Documentation Required**															**Related Policies**					
Banquet Meal (At least one guest present)	×	×			×											×	×	×			
Supplies/Postage/Books/Etc Purchased	×	×																			
Business Purpose: Professional Development	**Documentation Required**															**Related Policies**					
Class Fees	×	×															×			×	
Membership Dues	×	×											×						209		
Purchased Books/Supplies/Etc.	×	×																			
Business Purpose: Recruiting **See also: Travel (Last Page)	**Documentation Required**															**Related Policies**					
Banquet Meal (At least one guest present)	×	×			×											×	×	×			
Event Fees	×	×															×			×	
Supplies Purchased	×	×																			
Business Purpose: Training **See also: Travel (Last Page)	**Documentation Required**															**Related Policies**					
Banquet Meal (At least one guest present)	×	×			×						×					×	×	×			
Registration Fees	×	×															×			×	
Suppliers/Books/Postage Purchased	×	×																			

Documentation Requirements (3/3)

If funding information is already provided, the documentation packet can be sent directly to the Accounting Service Center for delegate services.



Common Expenses:
To claim the expenses below, please provide the indicated documentation and/or receipt. Please refer to the noted policies for questions.

A receipt shows full information, including the itemized details of the purchase, the total cost, and the method of payment, and is **required for reimbursement** of a particular expense.

Documentation of airfare/lodging/related items is necessary to show proof of travel times, dates, etc. but *if reimbursement is not requested, it does not need to show proof of payment.*

	Documentation of Business Purpose	Itemized Receipt	Itemized Airline Receipt	Itemized Hotel Receipt	Banquet Form and List of Attendee	Documentation of Air Travel	Documentation of Overnight Stay/Lodging	Documentation of Travel Time >4 Hours	Map of Travel Route	Fuel Receipts	Meeting or Training Agenda/Schedule	Conference Schedule	Student Travel Form (Student Employees) if applicable	Currency Conversion Documentation, if applicable	Travel Authorization (See NDSU Policy 535 section 3)	NDSU Policy 170: Payment of Meals for Staff & Guests	NDSU Policy 535: Travel - Employees	SBHE Policy & Procedure 806.1: Meals & Other Travel	OMB Policy/Policies	NDCC 44-08-04: Expense Account	NDCC 54-06-09: Mileage & Travel Expense
In-State Travel	Documentation Required															Related Policies					
Lodging ($86.40 state rate)	x			x									x				x	x	505	x	
Hotel Parking	x	x		x									x				x		505		
Meals (Nontaxable) In-State (Overnight)	x						x									x	x	x	505	x	
Meals (Taxable) In-State	x							x								x	x	x	217	x	
Mileage (Pers. Vehicle) in City of Employment	x								x								x	x	507	x	x
Mileage (Personal Vehicle) In-State	x								x								x	x	511	x	x
Misc < $10: Cabs/Fees/Tolls/Parking, Etc	x															x			505	x	
Parking > $10	x	x											x				x		505		
Out-of-State Travel	Documentation Required															Related Policies					
Airfare Out of State	x	x	x										x		x		x	x	510		
Airport Parking	x	x				x							x		x		x		505		
Luggage Expense	x	x				x							x		x			x	510		
Cab/Uber/Lyft over $10 (Max $5 tip)	x	x											x		x		x		505		
Lodging	x			x									x		x		x	x	505	x	
Hotel Parking	x	x		x									x		x		x		505		
Meals (Nontaxable) Out-of-State	x						x						x		x	x	x	x	505	x	
Meals (Taxable) Out-of-State	x							x					x		x	x	x	x	217	x	
Mileage (Personal Vehicle) Out-of-State	x								x				x		x		x	x	511	x	x
Misc < $10: Cabs/Fees/Tolls/Parking, Etc	x												x		x	x			505	x	
Parking > $10	x	x											x		x		x		505		
Rental Car (w/demonstrated cost benefit)	x	x				x				x			x		x		x		518		
International Travel	Documentation Required															Related Policies					
Airfare International	x	x	x										x	x	x		x	x	510		
Airport Parking	x	x				x							x		x		x		505		
Luggage Expense	x	x				x							x	x	x			x	510		
Cab/Uber/Lyft over $10 (Max $5 tip)	x	x											x	x	x		x		505		
Lodging	x			x									x	x	x		x	x	505	x	
Hotel Parking	x	x		x									x	x	x		x		505		
Meals International	x						x						x	x	x	x	x	x	505	x	
Mileage International (Personal Vehicle)	x								x				x	x	x		x	x	511	x	x
Misc < $10: Cabs/Fees/Tolls/Parking, Etc	x												x	x	x	x			505	x	
Parking > $10	x	x											x	x	x		x		505		
Rental Car (w/demonstrated cost benefit)	x	x				x				x			x	x	x		x		518		

Travel and Expense Questions?

Purchasing

Process Flow and Handoffs

NDSU NORTH DAKOTA STATE UNIVERSITY

Process Flow – Purchases > $10k

Employee contacts Business Coordinator to start the process

BC assists employee with preparation of bid request form, or alternate procurement form

Purchasing creates the PO and reviews the vendor

Purchasing works with the department to order the item(s)

Business Coordinator monitors the encumbrance to ensure items are received.

Note that software requires IT approval prior to purchase.

Departments must work with purchasing on all purchases over $10,000.

Purchase Requisition

Alternate Procurement Request

Process Flow – Receiving > $10k

Business Coordinator monitors the encumbrance to ensure items are received.

Department notifies Business Coordinator of received items

Business Center initiates receiving report and attaches all order and inventory document

Business Center forwards receiving report and inventory documents for payment

Specially trained ASC staff will enter receiving reports into Peoplesoft

Payment may be made by entry into PeopleSoft for payment or by Procurement Card. The process flows for each method are outlined in the next two slides

Receiving Report

Fixed Assets Inventory Document

Process Flow – ASC Orders for Delivery < $10k

Employee initiates small purchases form and sends to BC for funding info

BC completes form (including funding information) and routes to ASC

ASC staff make the purchase on behalf of the employee and provides order information to the BC

Department notifies the Business Center when items are received and forwards small purchase form and invoice to ASC for payment

ASC enters payment information

Payment routes for approvals; equipment account codes go to asset management

Asset Management enters equipment into inventory

Note that software requires IT approval prior to purchase. Please attach this approval to the small purchases form.

Department administrative staff may route documentation on the employee's behalf.

If form is routed directly to ASC, ASC staff will reach out to BC staff for required information such as funding.

Small Purchase Order - Under $10k

Process Flow – Employee Local Purchases < $10k

1. Employee works with BC to confirm funding and initiate small purchase form
2. Employee makes purchase
3. BC completes form (including funding information) and routes to ASC
4. ASC enters payment information
5. Payment routes for approvals; equipment account codes go to asset management
6. Asset Management enters equipment into inventory

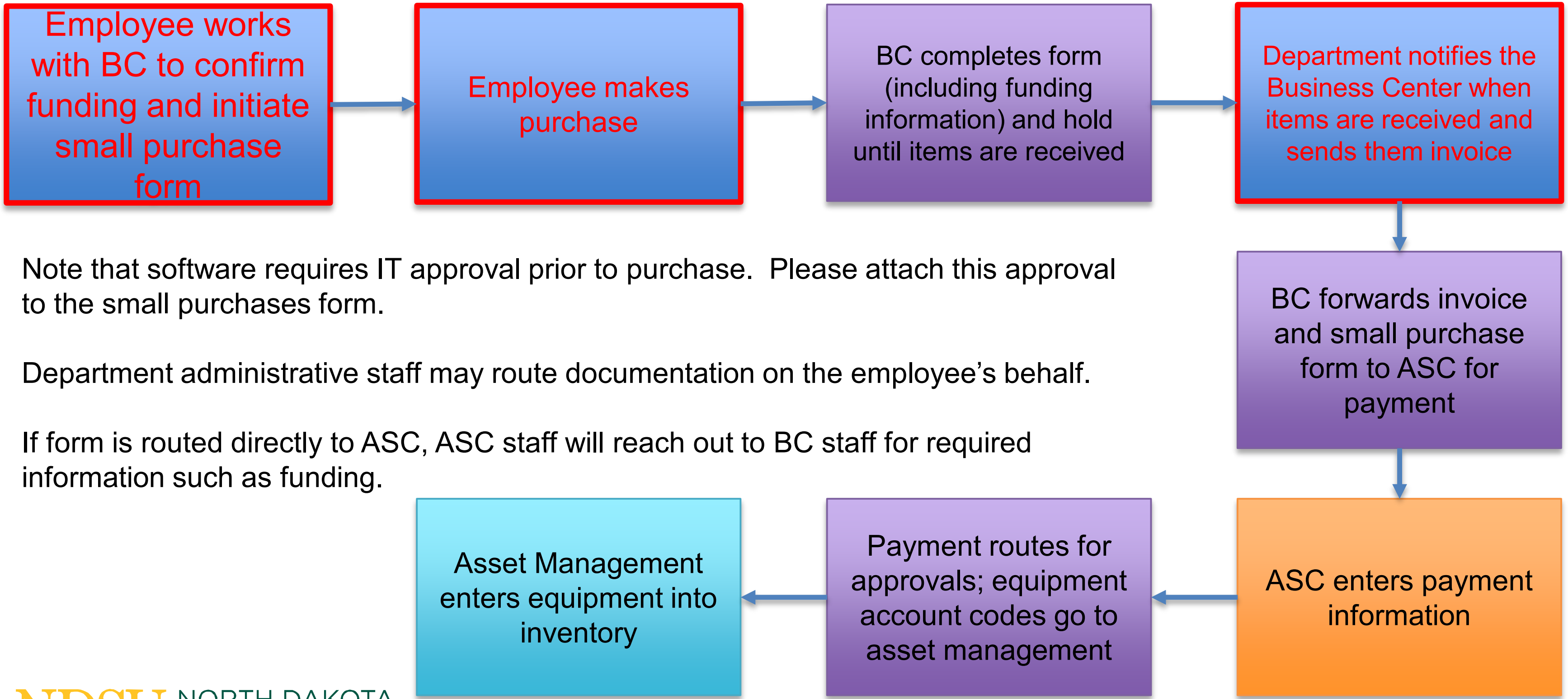
Note that software requires IT approval prior to purchase. Please attach this approval to the small purchases form.

Department administrative staff may route documentation on the employee’s behalf.

If form is routed directly to ASC, ASC staff will reach out to BC staff for required information such as funding.

Small Purchase Order - Under $10k

Process Flow – Employee Delivery Orders < $10k



Employee works with BC to confirm funding and initiate small purchase form

Employee makes purchase

BC completes form (including funding information) and hold until items are received

Department notifies the Business Center when items are received and sends them invoice

BC forwards invoice and small purchase form to ASC for payment

ASC enters payment information

Payment routes for approvals; equipment account codes go to asset management

Asset Management enters equipment into inventory

Note that software requires IT approval prior to purchase. Please attach this approval to the small purchases form.

Department administrative staff may route documentation on the employee’s behalf.

If form is routed directly to ASC, ASC staff will reach out to BC staff for required information such as funding.

Small Purchase Order - Under $10k

Process Flow – Invoices Received

Department receives invoice and routes to Business Center

BC attaches Small Purchase Form (including funding information) and routes to ASC

ASC enters payment information

Payment routes for approvals; equipment account codes go to asset management

Asset Management enters equipment into inventory

If form is routed directly to ASC, ASC staff will reach out to BC staff for required information such as funding.

Small Purchase Order - Under $10k

Process Flow – Contracts > $10k

Employee contacts Business Coordinator prior to planned start of work

BC assists employee with preparation of contract and sends to Purchasing

Purchasing reviews and approves contract; returns to BC

BC notifies department of contract status and monitors

Department notifies BC when contractual terms are met

Business Coordinator forwards contract to ASC with a request for payment.

ASC enters payment information into PeopleSoft

Payment routes for approvals

- Contracts are usually for a period of two years or less, but can include an option to extend or renew for up to 10 years.
- Remember to allow additional time for non-resident alien contracts.

Additional Information

Please allow ten business days from time of receipt by Accounting Service Center for us to process any requests. We will often complete activities much faster than this, but please do not expect an immediate turn around.

Purchasing Questions?

Questions?

Thank you!