

# Accounting Office News and Views

## July, 2022: Meal Reimbursements

---

### Dates and Reminders

July 1: [Reminder](#) that supplier setup/maintenance/ACH information now can take 24 hours from entry to approval by CTS; please plan accordingly when submitting requests for supplier setup or changes.

August 15: Classic Entry Screens for Travel will no longer function – [full transition to Fluid Entry Screens](#) (this date is a change from CTS.)

### Have you joined the [NDUS Travel and Expense User Group on Teams](#)?

This statewide group has information and job aids. Check them out! To join, go to the list of your Teams, click “Join or create team” and select the public group(s) you are interested in.

In your “Settings” (the three dots next to your user icon/photo at the top of your Teams window) you can set **notifications** that will alert you when new information is posted so you don’t miss a thing!

For assistance, contact our office!

## Meal Reimbursement Policies

The reimbursement of meals is covered under two main NDSU Policies: Policy 170 covers general meal allowability, including banquets, while meal claims related to travel (same-day or overnight) are covered under policy 515. This month we want to highlight some of the most common questions we encounter when approving meal per diem requests.

### What are the rules for per diem meal claims?

Here is a summarized version of NDSU Policy 515, section 6:

“Reimbursement is allowed only for overnight travel or other travel, **away from the normal place of employment, for four hours or more.**

- **First quarter** - 6:00am - 12:00pm (No reimbursement if travel begins after 7:00am)
- **Second quarter** - 12:00pm - 6:00pm (No reimbursement if travel begins after 1:00pm or ends prior to 12:00pm)
- **Third quarter** - 6:00pm - 12:00am (No reimbursement if travel begins after 7:00pm or ends prior to 6:00pm)”

### What about meals when I’m not traveling?

Per NDSU Policy 170, “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.*” Often these meals will be covered as a banquet expense. Our office can help you determine if your planned staff group meal may qualify for reimbursement – feel free to contact us with any questions.

### When can I claim a banquet expense?

In order to claim a banquet expense for a group meal, the primary purpose must be business-related and **there must be a non-university guest present.**

A common error: if a group of faculty/staff travels to a meeting or event in another area, each employee needs to claim their own per diem. A banquet form **cannot** be used in this situation.

### Can I claim a banquet expense for a department meeting?

Meals can be covered for **one annual staff retreat** focused on issues specific to planning and assessment.

## Contact Us

---

Phone:

701-231-7432

Office Location:

Old Main 11

PeopleSoft Finance Access, Training,  
Inquiries

[NDSU.Accounting.PS@ndsu.edu](mailto:NDSU.Accounting.PS@ndsu.edu)

Spreadsheet Journal Submissions

[NDSU.Accounting.SSI@ndsu.edu](mailto:NDSU.Accounting.SSI@ndsu.edu)

Sales Tax Reporting/Inquiries

[NDSU.Accounting.ST@ndsu.edu](mailto:NDSU.Accounting.ST@ndsu.edu)

Travel Inquiries

[NDSU.Accounting.Travel@ndsu.edu](mailto:NDSU.Accounting.Travel@ndsu.edu)

Vendor & AP Inquiries/Requests

[NDSU.Accounting.VendorAP@ndsu.edu](mailto:NDSU.Accounting.VendorAP@ndsu.edu)

Other Questions/Comments

[NDSU.Accounting@ndsu.edu](mailto:NDSU.Accounting@ndsu.edu)

## Did you know?

The Accounting Office works closely with other offices on campus in the process of reviewing and approving vouchers, journal entries, and even travel and expense reports!

When we get questions from the departments, we often work closely with Grant and Contract Accounting or the Ag Budget Office. We are working hard to make sure that all of our offices are providing the same information!

## Meal Claim FAQs:

### Q: Do I need to provide receipts to claim per diem expenses?

**A:** An employee does not need to provide a meal receipt to claim per diem expense. Per diem is the maximum amount allowed for that meal based on the GSA or in-state rate. The allowable meal + incidental expense daily total is broken down to **20% breakfast, 30% lunch, and 50% dinner**. This applies to OCONUS and international travel as well. An employee may claim a lower amount based on their actual expense, but even then, a receipt is **not required** as documentation; simply state "claiming reduced per diem" on the expense report.

### Q: Can my banquet meal exceed 125% of the GSA rate?

**A:** The banquet form specifies the maximum meal amount that can be claimed. If your allowable banquet meal exceeds the upper limit found on the form, you will need to pay the remainder out of pocket or submit the balance to be paid by your departmental funds held by the Development Foundation. No exceptions are allowed to this 125% limit. The form can be found here:

<https://www.ndsu.edu/fileadmin/vpfa/forms/ACCT-BanquetMeetingDoc.pdf>

---

*Thank you for reading! Please send ideas for future newsletters to [ndsu.accounting@ndsu.edu](mailto:ndsu.accounting@ndsu.edu) so that we can tailor our communication to your departmental needs.*

---