FOR FURTHER INFO. PLEASE CONTACT THE CITY ADMINISTRATION'S OFFICE

CITY OF MANDAN PURPOSE OF TRAVEL

NAME_____ADDRESS_____

NAME OF CONF._____LOCATION_____

DAILY EXPENSES FOR WHICH REIMBURSEMENT IS CLAIMED (see instructions-reverse side)

FUNDING SOURCE_____

REASON FOR TRAVEL & SUMMARY OF OBJECTIVES ACCOMPLISHED_____

_____

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Day	Points Covered by Travel	Personal Vehicle Miles	Misc. Expense	Out of State Meals/Qtr Claimed	In State Meals/Qtr Claimed	Lodging	Total Meals Lodging
				Total Meals & Lodging			
				Miles @ 57.5 c per mile			
	Total Miles			Miles @ .18 c per mile out of state			
				Commercial Transportation Expense			
				Total			

CERTIFICATE

I DO HEREBY CERTIFY THAT THE WITHIN BILL, CLAIM, ACCOUNT OR DEMAND IS JUST AND TRUE; THAT THE MONEY THEREIN CHARGED WAS ACTUALLY PAID FOR THE PURPOSES THEREIN STATED; THAT THE SERVICES CHARGED WERE ACTUALLY RENDERED AND ARE OF THE VALUE THEREIN CHARGED; THAT NO PART OF SUCH BILL, CLAIM ACCOUNT OR DEMAND HAS BEEN PAID: AND THAT THE GOODS THEREIN CHARGED WERE ACTUALLY DELIVERED AND WERE OF THE VALUE CHARGED. I ALSO ACKNOWLEDGE THAT ANY WILLFUL CERTIFICATION OF AN UNLAWFUL EXPENSE AND/OR TRAVELING ACCOUNT CONSTITUTES A MISDEMEANOR PUNISHABLE AS PROVIDED BY LAW. NDCC 44-08-05.1

SIGN HERE_____

DEPARTMENT APPROVAL_____

Effective August 1, 2015

GENERAL INSTRUCTIONS

1. INFORMATION ON VOUCHERS MUST BE TYPEWRITTEN OR LEGIBLY PRINTED.

2. RECEIPTS ARE REQUIRED FOR ALL MISCELLANEOUS EXPENDITURES EXCEPT TAXI-BUS FARES OF $10.00 OR LESS.

3. MAXIMUM PERSONAL MOTOR VEHICLE TRAVEL TIME AND PER DIEM FOR WHICH REIMBURSEMENT IS ALLOWED SHALL BE ONE DAY TO DESTINATION AND ONE DAY FOR RETURN.

4. THE SUM OF FIFTY SEVEN AND ½ CENT PER MILE FOR EACH MILE (EFFECTIVE 08-01-15) ACTUALLY AND NECESSARILY TRAVELED IN THE PERFORMANCE OF OFFICIAL DUTIES WHEN SUCH TRAVEL IS BY MOTOR VEHICLE, AND FOR TRAVEL BY MOTOR VEHICLE BEYOND THE BORDERS OF THIS STATE AND FOR ANY OTHER MODE OF TRAVEL AND TRAVEL WITHIN CANADA AND (300 MILE PASSED THE BORDER OF THE STATE). AN EMPLOYEE SHALL BE REIMBURSED FOR MILEAGE EXPENSE AT THE RATE OF EIGHTEEN CENT PER MILE AND SUBJECT TO THE SAME PROVISIONS AS ESTABLISHED BY LAW FOR EMPLOYEES OF THE STATE OF NORTH DAKOTA. COPY OF AIRLINE TICKETS MUST BE ATTACHED. NDCC 54-06-09.

5. CASH ADVANCES OF 100% WILL BE GIVEN FOR TRAVEL TO INCLUDE AIRFARE, REGISTRATION, HOTEL AND MEALS. AIRFARE AND REGISTRATION RECEIPTS MUST BE ATTACHED. MEALS WILL BE ADVANCED AT THE GSA PER DIEM RATE FOR THE STATE THE EXPENSE IS INCURRED IN. IF USING CITY CREDIT CARD GSA PER DIEM RATE WILL APPLY FOR ALL MEAL PURCHASES. (Receipts required upon return to attach to travel voucher).

MAXIMUM QUARTER-DAY REIMBURSEMENT FOR MEALS AND LODGING AS FOLLOWS, BUT EMPLOYEE MUST BE AWAY FROM NORMAL PLACE OF EMPLOYMENT AT MINIMUM OF FOUR HOURS TO RECEIVE ANY REIMBURSEMENT. NDCC 44-08-04.

1ST QUARTER	6:00 A.M. TO 12:00 NOON (Only if travel begins before 7:00 am)	$ 7.00
2ND QUARTER	12:00 NOON TO 6:00 P.M.	$10.50
3RD QUARTER	6:00 P.M. TO 12:00 MIDNIGHT	$17.50
4TH QUARTER	12:00 MIDNIGHT TO 6:00 AM	(WILL PAY ALL LODGING)

OUT OF STATE EXPENSES

MEAL REIMBURSEMENT IS BASED ON THE GSA OUT OF STATE MEAL ALLOWANCE SCHEDULE. PERCENTAGE AS FOLLOWS:

1ST QUARTER	6:00 A.M TO 12:00 NOON (Only if travel begins before 7:00 a.m.)	(20% OF DAILY ALLOWANCE)
2ND QUARTER	12:00 NOON TO 6:00 P.M.	(30% OF DAILY ALLOWANCE)
3RD QUARTER	6:00 P.M. TO 12:00 MIDNIGHT	(50% OF DAILY ALLOWANCE)
4TH QUARTER	12:00 MIDNIGHT TO 6:00 A.M - ACTUAL COST OF LODGING WITHIN REASON	

TAX INFORMATION – IRS CONSIDERS ALL REIMBURSEMENT AS TAXABLE INCOME UNLESS RECEIPTS OR EVIDENCE OF ACTUAL COSTS ARE FILED.