

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 EIGHT CENT PER MILE FOR EACH MILE (EFFECTIVE 01/01/19) 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.

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

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