



806.1 - Reimbursement of Expenses for Travel

Purpose:

To establish Bismarck State College's policy procedure to address payment or reimbursement of meals and other travel expenses.

For purposes of this procedure, "Designated approver" means the supervisor or other designated employee determined by BSC, other than the cardholder, who is familiar with the departmental budget and expenditures.

Policy:

All travel and related expenditures must be authorized by the employee's supervisor in advance.

Employee reimbursement requests shall be made using the travel and expense module in PeopleSoft found [here](#). If the reimbursement is in connection with a seminar or conference, a copy of the seminar or conference brochure must be attached to the travel reimbursement request. Statements such as to attend a meeting, etc. will not be accepted as sufficient documentation as the purpose of travel. Complete explanations and documentation are required.

1. BSC may pay expenses for hosting dignitaries, guests, seminars, and conferences, including meals, non-alcoholic beverages, or a snack.
2. Alcoholic beverages may not be purchased unless the alcoholic beverages will be used for educational purposes.
3. **Meals and Per Diem and other Reimbursements:**
 - a) BSC follows [OMB Policy 505 – Reimbursement for Meals and Lodging](#).
 - b) BSC will pay for the reasonable cost of coffee, meals, non-alcoholic beverages, and snacks for structured system-sponsored and cross-institutional meetings, but employees cannot claim per-diem for the meals.
 - c) BSC will directly pay or reimburse the reasonable actual cost of employee meals for meals attended as part of a meeting at the request of and on behalf of the college. Such events may include system or institution task force, search committee, faculty, and staff recruitment meals. However, employees cannot claim per-diem reimbursement for the meals.
 - d) The cost of an employee meal paid or reimbursed by an employer is taxable to the employee if the employee is not on an overnight trip, per United States Internal



Revenue Service publication 5137, section 9. A written exception may be made by the Executive Vice President or their designee under extenuating circumstances.

- e) The cost of a meal that does not involve overnight travel is not taxable to the employee if the meal is part of a meeting or other event scheduled for the primary purpose of conducting business and the event is not a regular occurrence.
 - f) The cost of a meal included as part of the fee for a conference, seminar, meeting, or other event is not taxable to the employee, regardless of whether the employee is on an overnight trip or on travel status.
 - g) For group meals, calculations may be based on the U.S. General Services Administration (GSA) meal per diem rates shall be used to determine the reasonableness of the cost of meals when payment or reimbursement of actual cost is permitted and per diem reimbursement is not claimed.
 - h) BSC may pay for the reasonable cost of coffee, non-alcoholic beverages, and snacks for structured institutional-wide meetings.
4. **Athletic Teams or Other Organized Institution Group Meals**
- a) NDCC § 44-08-04 governs athletic teams or other organized institution group meals and other travel expenses.
5. **In-State and Out-of-State Lodging**
- a) BSC will follow OMB Policy 505 – [Reimbursement for Meals and Lodging](#), OMB Policy 508 – [Per Diem Allowance for Long-Term Travel](#) and OMB Policy 513 – [Lodging Receipts and Payments](#).
6. **Commercial Air Travel**
- Airline tickets, either reimbursed to an employee or directly billed to a department, are allowed. Employees are encouraged to use the institution's purchasing card to purchase airline tickets. Reimbursement to employees for use of personal miles or other awards is not allowed.
7. **Mileage**
- a) Travel in the city of employment is governed by OMB Policy 507 – [Travel in City of Employment](#).
 - b) Employees who are required by BSC to work from home in a remote location may be reimbursed for mileage from their home to work-related meetings, appointments, and



functions. Employees who work from home in a remote location as a matter of personal choice may not be reimbursed.

- c) Reimbursement for use of personal vehicle is governed by OMB Policy 511 – [Use of Personal Vehicle NDCC 54-06-09](#).
- 8. **Car Rentals** are governed by OMB Policy 518 – [Car Rental](#).
- 9. **Per Diem Allowance for Long-term Travel** is governed by OMB Policy 508 – [Per Diem Allowance for Long-Term Travel](#).
- 10. **Travel Advances** are governed by OMB Policy 506 – [Travel Advances](#).

11. **Non-NDUS Employee Travel**

Travel expenses, including transportation, lodging and meals, for non-NDUS employees will be paid the same rates as state employees, whenever possible unless actual receipts are provided within a reasonable rate or negotiated through a contract.

12. **International Travel**

Pre-approval is required by the college's Executive Vice President or their designee for all international travel, excluding the bordering Canadian provinces of Manitoba and Saskatchewan.

Travelers should review the North Dakota Risk Management Division [website](#) before traveling internationally.

Employees are responsible for checking for U.S. Department of State [website](#) for travel advisories for their destination before international travel. Departments cannot require an unwilling employee to travel for work-related purposes to a location that is subject to a USDOS Level 3 (*Reconsider Travel*) or Level 4 (*Do Not Travel*) Travel Advisory.

Employees on international travel must comply with [all U.S. export control laws and regulations](#).

Lodging is reimbursed at the actual cost. Meals are reimbursed on a meal allowance rate determined by the U.S. Department of State foreign per diem rates. The rates can be found on the [U.S. Department of State website](#).

All expenses claimed must be converted to US dollars with the conversion rate and calculation shown on each receipt. If a receipt does not contain a conversion rate,



employees should use the currency converter on the Oanda [website](#).

If an employee is traveling to a destination that is more of a cash-based society, the employee can request a travel advance. Travel advances are governed by OMB Policy 506 – [Travel Advances](#).

Insurance – Travelers are encouraged to purchase international travel insurance. Prior to travel, travelers should contact their Office of International Programs or the North Dakota Risk Management Division [website](#) for international travel insurance options. The North Dakota Risk Management Division purchases a Foreign Travel Liability Policy for all state employees who travel on state business to foreign countries. This policy offers a wide range of protection for travel abroad that includes commercial general liability, contingent automobile liability, employers' responsibility/executive assistance services, accident death and dismemberment, and kidnap and extortion.

13. **Cancelled Travel**

Expenses related to travel that is canceled or changed for business reasons will be reimbursed to the employee.

Designated approver approval is required to reimburse expenses for travel that is canceled or changed for personal reasons.

14. **Workforce Safety**

Employees planning to be in a state other than North Dakota or in a foreign country for more than 30 consecutive days must find and purchase workforce safety insurance in the destination state or country before departure.

If unable to obtain workers' compensation in the country, employees must provide documentation to their designated approver that neither the country nor the private insurance market provides workers' compensation coverage.

15. **Professional Membership Dues.**

Professional membership dues are governed by OMB Policy 209 – [Professional Membership Dues](#).

16. BSC may establish additional procedures that best fits BSC's operational needs provided that such procedures do not conflict with any provisions of this procedure or other NDUS procedures, SBHE policies or N.D.C.C.

17. **Registration Fees:**



18. Approval must be obtained from the employee's supervisor prior to attending any meeting, seminar, or conference.

Reference:

Fiscal and Administrative Policies - ND Office of Management and Budget

History:

First policy draft July 1, 1979.

Revisions - July 1, 1981; July 22, 1983; January 7, 1986; July 1, 1987; July 11, 1988; November 8, 1988; November 13, 1989; January 19, 1990; June 1, 1990; November 14, 1990; November 8, 1991; August 4, 1993; August 9, 1994; February 10, 1997; March 26, 1997; August 12, 1997; July 21, 1998; March 8, 1999; September 13, 1999, March 21, 2000; April 18, 2001, July 6, 2001, August 1, 2001; January 7, 2003; January 12, 2004; August 1, 2005; August 1, 2007; August 1, 2009; Reviewed by the Operations Council on December 4, 2009 and approved by the Executive Council on December 7, 2009; February 9, 2010 (effective January 1, 2010); September 12, 2011 (effective August 1, 2011); Reviewed by the Operations Council on February 13, 2012 and approved by the Executive Council on February 16, 2012; November 14, 2012; January 7, 2013; August 1, 2013; October 1, 2013; April 1, 2014 (effective January 1, 2014); August 11, 2015; November 12, 2015; January 7, 2016; May 16, 2016; October 20, 2016; February 21, 2017; reviewed and revised by the Operations Council October 25, 2017, Executive Council reviewed and sent back to Operations Council for revisions on November 8, 2017, final approval on November 16, 2017, January 8, 2018; October 5, 2018; December 31, 2018; reviewed by the Operations Council August 28, 2019 and approved by the Executive Council on September 5, 2019; September 24, 2019

Reviewed by Campus Council on January 24th, 2024 and approved by the Executive Council on February 9, 2024 and approved by the President on February 10, 2024.