806.1 - Reimbursement of Expenses for Travel

Purpose:
To establish Bismarck State College’s policy to address payment or reimbursement of meals and other travel expenses.

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

1. Payment or reimbursement of employee travel expenses is governed by N.D.C.C. 44-08-04 (lodging and per diem), 44-08-04.1 (per diem for long-term travel), 44-08-04.2 (travel advances), 54-06-09 (mileage).

2. BSC follows OMB Policy 505 – Reimbursement for Meals and Lodging.

3. BSC follows OMB Policy 508 – Per Diem Allowance for Long-Term Travel and OMB Policy 513 – Lodging Receipts and Payments

4. BSC follows OMB Policy 511 – Use of Personal Vehicle.

5. BSC follows OMB Policy 518 – Car Rental.

6. BSC follows OMB Policy 507 – Travel in City of Employment.

7. BSC follows OMB Policy 506 – Travel Advances.

8. BSC follows OMB Policy 209 – Professional Membership Dues.

9. Athletic Teams or Other Organized Institution Group Meals is governed by NDCC § 44-08-04.

10. Employees are also entitled to reimbursement for meals attended in the city they normally work if such attendance is required or requested in connection with their duties.

11. Payment or reimbursement of expense that personally benefit an employee (except to pay or reimburse the reasonable cost of a meal or other business-related expense) is prohibited.
Reference:

Fiscal and Administrative Policies - ND Office of Management and Budget

History:

First policy draft July 1, 1979.


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.