

AY 2019-2020 Travel Grant Reimbursement Process

Full-time and part-time faculty members can apply for reimbursement for conference travel expenses from the Faculty Development Fund. Faculty members are eligible for up to \$1500 per year for approved expenses (per institutional travel policy).

For Reference: NDNU Policies and Forms

The Domestic Travel & Travel Expense Reimbursement Policy is found here:

<https://main.webinfo.ndnu.edu/forms/general/DomesticTravelPolicy.pdf>

The Travel Requisition and Expense Voucher is found here:

<https://main.webinfo.ndnu.edu/forms/general/travelreq.pdf>

To use the voucher, download and use the form in Adobe Reader – this allows you to take advantage of several tools built into the form. Trying to complete the form in a web browser does not work.

Step 1: Pre-approval by the dean.

Email your dean with conference information: title, location, dates, rationale for attending (and how that connects to strategic plan, academic plan, scholarship or creative purposes, etc.). Include estimated costs, including registration, hotel, airfare/mileage, etc. Once you have approval, proceed to step 2.

Step 2: Register and purchase airfare, etc.

If you decide to use institutional funds for your trip, you agree to abide by university policies as laid out in the guide linked above. You agree to submit original receipts in a timely manner using the expense voucher linked above.

When you receive approval, you can register for the conference, book airfare, reserve hotel, etc. Be careful to select the best price, but restrictions/refund policies should be considered carefully to avoid unwarranted costs should travel plans change. Submit original receipts for reimbursement of costs incurred at this stage using the travel voucher.

Step 3: Away you go.

Time to travel to your conference. Keep all your receipts for reimbursable things (per travel policy): hotel, meals, parking/ground transportation, etc. Submit those immediately upon your return using the travel voucher. Total of all expenses for the trip (including registration, airfare or other initial expenses) cannot exceed \$1500.

Receipts are to be taped to a separate 8.5x11" piece of paper. Please organize receipts clearly and label if more information would clarify what the expense was for. Make a copy for yourself and submit to dean for review and approval. The dean will forward to accounts payable.

Travel plans change?

Reach out to your dean immediately and work to get refunds for as many items as possible.