

NDNU Business & Travel Expense Reimbursement

Quick Reference Guide

Effective: June 2026

Before You Spend

Confirm it is NDNU business

Expenses must be reasonable, necessary, and directly related to NDNU business.

Get pre-approval

Required if:

- Total trip cost will exceed **\$500**
- Travel includes **personal time**
- Any exception to standard travel rules is needed

✓ Email approval from the Budget Manager or direct supervisor is acceptable for travel pre-approval

✓ Applies to employees and non-employee students when NDNU is covering or reimbursing travel expenses

Use Concur

All expense reports and approvals must be submitted through **Concur**.

General Rules

- Submit expense reports **within 30 days**
- Provide **itemized receipts** and proof of payment
- Personal expenses are **never reimbursable**
- Noncompliant expenses may be denied or treated as taxable income

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Air Travel

- ✓ Economy class only
- ✓ Lowest logical airfare
- ✓ One stop preferred only if cost savings are meaningful

- ✗ Business/first class without advance approval
- ✗ Airline club memberships

Ground Transportation

- ✓ Public transportation, shuttle, taxi, or rideshare
- ✓ Rental cars only when necessary (compact or mid-size)

- ✗ Luxury or oversized rentals without justification
- ✗ Optional insurance when already covered

Personal Vehicle Use

- ✓ Reimbursed at **IRS mileage rate**
- ✓ Mileage log or map required

- ✗ Fuel reimbursed separately
- ✗ Driving without required insurance

Lodging

- ✓ Reasonably priced hotels (generally within federal per diem)
- ✓ Conference hotels at conference rates
- ✓ Laundry for trips over 4 days

- ✗ Mini-bar, movies, personal amenities
- ✗ Avoidable cancellation fees

Meals

Daily Limits (Travel)

- **Breakfast:** \$25
- **Lunch:** \$30
- **Dinner:** \$50

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- ✓ Business meals require names, affiliations, and purpose
- ✓ Tips up to 18–20%
- ✗ Alcohol for individual travelers
- ✗ Meals already included in conferences or hotels

Business & Non-Travel Meals

- ✓ Meals with non-employees for NDNU business
- ✓ Employee meals only when a business meeting **must** occur during a meal period
- ✗ Routine employee meals or celebrations without approval

Entertainment

- ✓ Official University business entertainment with documentation
- ✗ Personal entertainment

Professional Development

- ✓ Conferences, training, and seminars that benefit NDNU
- ✓ Supervisor approval required
- ✗ Certifications not related to job duties
- ✗ Avoidable cancellation fees

Non-Employees

- ✓ Travel costs for guests, candidates, and students with approval
- ✓ Departments are responsible for compliance
- ✗ Travel advances to non-employees

Travel Advances

- ✓ Issued only when necessary
- ✓ Must be cleared within **30 days** of trip end
- ✗ Outstanding advances may be treated as taxable income
- ✗ Unreturned funds may lead to payroll deduction

Common Non-Reimbursable Expenses

- Alcohol (individual travel)
- Companion or family travel
- Personal clothing, toiletries, or medical costs
- Childcare, pet care, traffic violations
- Airline club membership
- Late fees or lost personal property

Documentation Checklist

- Itemized receipt
- Proof of payment
- Business purpose
- Names of attendees (if applicable)
- Supervisor approval (and advance approval if required)

Payment Timing

- Approved expense reports are paid **weekly**
- Reimbursement is issued via **direct deposit**

Questions or Exceptions?

- Review the full NDNU Travel & Expense Policy
- Contact **Finance & Accounting**
- Exceptions require **written approval** from leadership and the CFO

This guide summarizes the policy. When in doubt, follow the full policy or ask before spending.