

General Instructions

1. Each Governmental employee claiming travel expenses shall submit only one voucher for each calendar Month.
2. Information on vouchers must be typewritten or legibly printed.
3. Receipts required for all expenditures for commercial transportation except taxi fares of \$10.00 or less.
4. All travel related to meetings/trainings must attach an agenda from the event.

Do not extend amounts claimed for vehicle mileage, miscellaneous expenses, per diem, commercial transportation or any other expenses, except meals and lodging, to the total meals and lodging column.

In-State Travel

1. Personal vehicle mileage, rate changes annually. (see State of North Dakota mileage rate, for correct mileage reimbursement.)
2. Meals and lodging as follows, but employee must be away from normal place of employment a minimum of six hours to receive any reimbursement.

- (1) - 6:00 a.m. to 12:00 noon (if travel begins before 7:00 a.m.)... \$7.00
- (2) - 12:00 noon to 6:00 p.m. \$10.50
- (3) - 6:00 p.m. to 12:00 midnight \$17.50

Amounts approved by department for meals and lodging for each day must be entered in In-state meals column as 1,2, or 3.

Out-of-State Travel

All receipts must be attached to voucher to be reimbursed.