

SNRS How to Guide

- Office Staff Contacts & Job Duties
- Safety Procedures
 - Annual Inspections
 - Weekly Hazardous Waste Inspections
 - Annual trainings
- Courses & Grading
 - How to Drop a Class
 - How to Withdraw from a Semester
 - Grades of Incomplete
- Add Course Materials
- Travel
 - Permission to Travel
 - State Fleet Motor Pool
 - Vehicle Reservation Form
 - Seasonal/Temporary/Permanent Vehicle Requests
 - State Fleet Driver's Fueling ID Request Form
 - Rental Cars
 - Air Travel
 - Lodging
 - Meals
 - Miscellaneous Expenses
- Graduate Assistantships
 - Eligibility for Assistantship
 - Expectations of Program/Assistantship Supervisor
 - Expectations of Graduate Assistant
 - Graduate Assistantship Contracts
- Purchasing Card
 - Applying for a P-Card
 - In-Person P-Card Purchases
 - Internet/Phone P-Card Purchases
- Ag. Communication Computer Order Form
- Surplus

Office Staff Contacts and Duties

Diane Pennington: 701-231-7582

- Accounts payable activities, including the following: paying invoices on account, Accounts Payable Vouchers, Interdepartmental Billings, Bookstore purchases and Recharge center invoices
- Coordination of on-campus automatic billing, including the following: Facilities Management, Motorpool, IT/Telecomm, Print & Copy and Postage charges
- Monitor and ensure effective use of grant, appropriated and local funds while communicating balances and potential issues to PIs
- Department administrator of JPM purchasing card transactions
- Prepare deposits
- Offer assistance with online reimbursement (travel and non-travel) and approve/review expenses at the departmental level
- Set-up and maintain annual budgets of appropriated and indirect funds
- Facilitate annual equipment/GRA awards from AES

Jacinda Wollan: 701-231-8901

- Assist with employee hires and terminations
- Employee Changes - position, compensation rate, funding, LOA
- PeopleAdmin - benefitted searches
- Expense report approval for GRAs and time slip employees
- General office support

Angela Blaha: 701-231-5368

- Assist with Graduate Student activities; including: contracts, coordinating graduate applications, required trainings, scheduling graduate meetings and defenses, class permissions, and independent study requests
- Submit textbook orders
- Editing course schedules
- Facilitate the ordering and renewing of software requests
- Assist with the scheduling and the coordination of SROIs
- Offer assistance with training requirements and questions
- Manage compilation of safety violations and responses, assist in the answering of safety questions
- Create/explore advertising & promotional materials and assist in the managing of social media accounts
- Work with Scholarship Committee to assist in the awarding and tracking of scholarship distribution
- Reserve state fleet vehicles

Safety Inspection Procedures

Annual Inspections - *These are a continuation of the inspections that already occur.*

- Initial violations for any SNRS space will be emailed to Frank
- Frank will forward violation list to Angela
- Angela will distribute violation list to corresponding PI & tech for Hultz and Morrill violations; Walster and Waldron violations will be sent to Joel who will then send violations to appropriate individuals
- Hultz and Morrill individuals → send corrective action directly to Angela
- Walster & Waldron individuals → send corrective action to Joel, who will then forward to Angela
- Angela will then compile list of violations and their corrective actions and send that to appropriate individual(s). Angela will also maintain a database of these violations and corrective actions for all of SNRS.
- **These violations need to be corrected/have a corrective procedure in place within 30 days of receiving the violation**
- Karin and Joel will be following up with individuals if deadline is approaching and violations have not been corrected

Weekly Hazardous Waste Inspections - These are new as of summer 2019.

- Initial violations will be emailed to Frank
- Frank will forward violation to Angela
- Angela will forward the violation to the corresponding PI, tech, Karin and Joel
- Once violation is corrected, “reply all” to the initial violation email (Provost Grafton, Bruce Bollinger, Mike Borr, etc..) with your corrections described. Make sure at least Frank is included in this email, can also add Angela.
- **These violations must be corrected and responded to within 24 hours**
- Karin and Joel will follow up with individuals if violations are not corrected within 24 hours
- In a situation where the PI and the tech are unavailable (away from campus) and violation cannot be fixed within 24 hours, please respond back to Karin, Joel, and Angela and they will take appropriate action to see that the violation is corrected

Annual Trainings

Hazardous Waste Training - Fall 2019 update to procedures

- All employees that have the potential to generate hazardous waste within their lab are **required to take this in-person training**
 - Includes: PIs, techs, hourly individuals, graduate students, and undergraduate students
 - Failure to receive training themselves or for allowing an employee to work within your lab without the proper training will result in a fine for the PI(s) who are overseeing the lab
- Refresher training is required online every subsequent semester either online or in-person
- All new hires must take the in-person training **within 60 days of hire date**
 - Until this training is completed, employees will not be able to work in a lab that generates waste

Baseline Safety Training

- Required annual training offered either online or in-person.
 - This is different than the hazardous waste training but is also required annually

Laboratory Safety Course Modules

- Principal investigators and those in charge of laboratory operations need to complete all seven modules and employees within the laboratory spaces need to complete just the first six. Module 2 is required each semester for individuals working in a laboratory setting.

Title IX Training Current Employees:

- All NDSU employees (faculty, staff, students, and administrators) must complete the mandatory face-to-face Equal Opportunity/Title IX Training. **Attending a face-to-face session meets this training obligation for three years. For off campus employees, face-to-face training will be available through IVN.** Current employees who only take the online training will not fulfill the mandatory training requirement and will be out of compliance.

Title IX Training New Employees:

- New employees must complete online training within 30 days of employment at NDSU. Online training, entitled "*Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act for Faculty and Staff*" is available from this link <https://slate.workplaceanswers.com/northdakotasu> If you experience difficulty logging in, please try another browser.
- New employees are also required to complete face-to-face Equal Opportunity/ Title IX training within 6 months of their employment start date.

Courses/Grading

How to Drop a Class (<https://www.ndsu.edu/onestop/connect/drop/>)

1. Log in to Campus Connection
2. In the Student Center, click the 'Enroll' link under the **"Academics"** heading
3. Click on the 'Drop' tab
4. If you are enrolled in courses for more than one semester, select the appropriate term you want to drop classes for
5. Check the box for the class you wish to drop and click the 'Drop Selected Class' button
6. Verify the course(s) you wish to drop and click the 'Finish Dropping' button
7. Watch for 'Success' or 'Error' messages
 - a. **Green Check Mark** indicates success
 - b. **Red "X"** indicates error
8. Click the 'My Class Schedule' button to review your list of enrolled courses

How to Withdraw From a Semester (https://www.ndsu.edu/onestop/accounts/dropping_withdrawing/)

Students CANNOT withdraw by attempting to drop all of their classes within Campus Connection

- To withdraw a student must electronically submit the **Withdraw to Zero Credits Form**. Immediately after submission, a confirmation email will be sent to the student's NDSU email address, which includes a tracking number. This confirmation serves as proof of the student's timely submission in accordance with NDSU's published Dates and Deadlines.

Grades of Incomplete

<https://bulletin.ndsu.edu/past-bulletin-archive/2017-18/academic-policies/incomplete-grades/>

- The grade of Incomplete is assigned to indicate that satisfactory work has been completed up to within five weeks of the semester end, and that circumstances beyond the student's control prevented completion of the work. The time period is proportional for variable length courses and summer session.
- The grade of Incomplete is not to be given in any instance where the student has a deficiency of more than five weeks (or equivalent) of work including final exam week.
 - Grades of incomplete are initiated by student request.
 - The student must contact the instructor, request an incomplete grade, and upon instructor approval, make arrangements to complete work.
- Grade of Incomplete is an administrative grade that is **only** entered by the Office of Registration, except in practicum, internship, individual study, field experience, or study abroad courses.

Course Materials

<https://www.ndsubookstore.com/facultyresources>

Option 1) NDSU Bookstore Textbook Adoption Form

- Even if you are not planning on using course materials for the semester, fill out this sheet and check the “No Text Required Box”
 - This will save on follow-up questions regarding whether or not textbook materials are needed for your course
- Include the ISBN, author, title, and edition for each of your course materials
- Reference the four to five digit class number when submitting adoptions not the section numbers
- Let the bookstore know if the course material is recommended or required
- If you choose not to use a course material after submitting an adoption, freight costs and the cost of non-returnable copies will be charged to you/your department

Option 2) Faculty Login for Course Material Adoptions

- Used for greatest accuracy, most detailed history, and convenience.
- Tutorial PowerPoint: <https://www.ndsubookstore.com/facultyresources>
- If you would like the bookstore to stock specific supplies (calculators, goggles, graph paper, etc.) contact Jane Lessard at jane.lessard@ndsu.edu or 231-7828. Specific materials can also be added to your online adoptions.

Course Materials: ndsu.bookstore@ndsu.edu; 701-231-9478

Technology: Brad Sonmor; brad.sonmor@ndsu.edu; 701-231-8013

Arts & Supplies: Jane Lessard; jane.lessard@ndsu.edu; 701-231-7828

Travel

[Quick Reference Guide for Employee Travel:](https://www.ndsu.edu/accounting/travel/travel_reference_guide/)

(https://www.ndsu.edu/accounting/travel/travel_reference_guide/)

Permission to Travel

- The traveler is responsible for making his/her own travel arrangements.
 - May be assisted by department assistant and/or travel agent.
- **NDSU policy requires that employees have each out-of-state trip pre-approved by their supervisor.**
 - Form to use in requesting authorization:
<https://www.ndsu.edu/forms/#accounting1> Accounting – Travel Authorization Out of State

State Fleet Motor Pool

Fleet Vehicle Reservation Form

- The use of personal vehicles is reimbursed at the per mile rate as follows: Current IRS standard rate for in-state miles and first 300 miles out-of-state, \$0.18 beyond first 300 miles out-of-state. If for some reason, a state fleet vehicle is not used for NDSU business and the employee claims a mileage reimbursement, the expense report should include justification for using a personal vehicle, because of the cost savings of using a state fleet vehicle.

Seasonal/Temporary/Permanent Vehicle Requests

- Requests can be made to State Fleet between January 1 and March 1. Requests will be processed on a first come, first served basis.

State Fleet Driver's Fueling ID Request Form

- All drivers of State Fleet vehicles must have a driver ID which is unique to driver fueling ID authorization number that is required for access to purchase fuel for state fleet vehicles. Complete the form to obtain your unique driver ID.
- Fuel cards will be issued from the DOT.

Rental Cars

- University will reimburse employees for a rental car if the employee used an aircraft to get to their destination, and if the use of the vehicle is sufficient to justify that mode of travel instead of a taxi.
 - Review Policy 515, part 8.2, for information on rental cars.
- When renting a car for university business, purchase of additional insurance is not necessary when using the car rental companies National/Enterprise and Hertz because it

is already included with the contracts between the State of North Dakota and the rental companies. Use the following codes while booking for each:

- National/Enterprise - XZ63NDS Pin NDS
- Hertz – 1892010
- In the event that National, Enterprise or Hertz are not available at the destination, you **MUST** purchase Collision Damage Waiver, Comprehensive, and Liability Insurance that is equivalent to North Dakota's Cooperative Contract except in the following states: MN, SD, MT, WY, IA and WI. In these states, coverage is through the ND Risk Management Division. The North Dakota Risk Management Division also recommends purchasing the liability insurance if renting outside the United States.

Air Travel

- Purchasing airline tickets for official NDSU business travel may be done by the traveler through the airline's website or another travel service website.
- The department's pcard is the best method of payment in this case. If the department's pcard is not available, the employee may use his/her own credit card and be reimbursed by the University.
 - If the employee pays the ticket in a month prior to the travel dates, with appropriate department approval, the employee may be reimbursed immediately after the ticket is paid by submitting an expense report. If the employee pays the ticket in the same month as the travel dates, reimbursement will be done on an expense report along with the other travel expenses from the trip.
- If travel agencies are used, the agency will directly invoice the department. The department may directly pay the invoice using their pcard or by direct entry to PeopleSoft.
- The State of North Dakota is participating in a discount program with Delta Airlines. If airline tickets are purchased with Delta, those tickets should be booked using the "Delta EDP" link accessed through the PeopleSoft Employee Hub. At this time, Delta Airlines is the only airline offering the State a discount program.

Lodging

- Lodging arrangements and any required deposits are the responsibility of the traveler.
 - Expenses will be reimbursed after the trip on an expense report.
 - An exception is made so that lodging facilities may be paid directly by the department when the travel involves a student field trip or athletic team travel.
- Many hotels/motels will accommodate University employees at the "state employee rate" or "government rate", which may be lower than a conference rate. Always ask. Reimbursement for in-state lodging expenses incurred while in travel status during the fourth quarter shall not exceed 90% of the rate established by the United States General

Services Administration (GSA) for North Dakota, plus applicable state or local taxes on lodging.

- If NDSU employees are unable to find a state rate hotel in the western part of the state (Williston, Dickinson, Minot, etc.), within a reasonable distance of their assigned work location, they need to consult in advance with the NDSU Accounting Office to discuss alternatives so the employee does not incur additional out-of-pocket costs.
- NDSU employees will need to secure proper documentation of attempts to find a room at a state rate and that advance NDSU Accounting Office approval was received to reimburse the higher rate.
- Out-of-state lodging is reimbursed at the actual expense. There is no upper dollar limit in state law or University policy for out-of-state lodging; however, travelers need to exercise prudent judgment, common sense, and restraint when selecting a lodging establishment as these expenses must withstand the test of public scrutiny.
- An original, itemized receipt is required for reimbursement. If you are sharing a room with another employee and only one receipt is available, the expense will be reimbursed to only one person. If you are sharing a room with someone other than a university employee, the University will reimburse the single room rate.

Meals

- Meal reimbursements are generally based on meal allowance rates that depend upon the time of day the employee is in travel status and whether the travel is in-state, out-of-state continental US, non-continental US, or international. To calculate the appropriate meal allowance for a day, each day is split into quarters.
 - Please consult NDSU policy 515, part 6, as the specific rates change periodically. This policy also covers other issues with meals such as team travel, taxable meals, and hosting guests of the University.
 - If the traveler's meal is paid for by some other means, the traveler should not claim the applicable meal allowance. For example, if the traveler's meal is also paid through a conference registration fee, the traveler should not also claim reimbursement for that meal, to avoid having the University double pay for meals.

Miscellaneous Expenses

- Expenses that are considered necessary business expenses may be reimbursed to the traveler, such as: taxi fares, toll fees, parking fees, business telephone calls, and up to \$5.00 per day for personal telephone calls while in travel status. These expenses must be individually documented on the expense report. Original receipts are required for each expense exceeding \$10.00.

- Expenses that are considered more entertainment or personal in nature are not reimbursable. Examples include: laundry, movies, bar bills, room service, and health club or spa fees.
- Reasonable tips, not to exceed \$5.00 per tip, and service charges that are a necessary part of the business trip are reimbursable. Examples include tips to bellhops and taxicab drivers. No reimbursement is allowed for tips on meals that are covered by the meal allowance.

NDSU Policy, Section 515, Travel – Employees:

<http://www.ndsu.edu/fileadmin/policy/515.pdf>

NDSU Policy, Section 515, Travel – Non-Employees:

<http://www.ndsu.edu/fileadmin/policy/516.pdf>

NDSU Policy, Section 170, Meals for Staff & Guests:

<http://www.ndsu.edu/fileadmin/policy/170.pdf>

Meal Allowance per Diem Rates:

<http://www.ndsu.edu/accounting/travel/mealrates/>

Graduate Assistantships

(<https://bulletin.ndsu.edu/graduate/graduate-school-policies/graduate-assistantship-policy/>)

Eligibility for Assistantships

- Recommendations for assistantships are made to the Dean of the College of Graduate and Interdisciplinary Studies and are subject to the dean's approval. Graduate programs may have specific requirements for eligibility.
- Before any assistantship can be awarded, students must be admitted to the Graduate School as a degree-seeking student. The tuition waiver may be reduced by other financial awards directed specifically to pay tuition.
- Students must be registered for graduate credit each semester (fall and spring) they receive an assistantship, and must be in good academic standing and maintaining satisfactory progress toward their degree. In addition, international students must maintain the appropriate residency status.
- Teaching assistants whose native language is not English must demonstrate English proficiency (refer to the section titled "English Language Proficiency Procedures for Graduate Teaching Assistants").
- Students offered a graduate teaching or graduate service assistantships must consent to a criminal background check.
- Students placed on Academic Warning may retain their assistantship. Students placed on Probation may no longer receive an assistantship.

Expectations of Program/Assistantship Supervisor (Contracts and Feedback)

- The Graduate College requires that a contract be provided to all graduate assistants. This document would specify expectations for the assistantship, including number of hours of work, stipend amount, activities, etc. Programs/assistantship supervisors must provide periodic oral and written assessment and feedback regarding a graduate assistant's performance. This feedback should document areas where improvement is needed, and graduate assistants should be given adequate time to improve in those areas. Feedback should be provided annually at a minimum.

Expectations of Graduate Assistant

- Students must dedicate the required number of hours assigned to work each week. Graduate assistants must work a minimum of 10 hours per week for 16 weeks, and must receive at least minimum wage. Graduate assistantships cannot exceed 20 hours per week.
- Students receiving a graduate assistantship or fellowship are expected to maintain good academic standing and satisfactory progress toward their degrees. Please refer to the section on Graduate College Policies for more information.

- Students receiving a graduate assistantship are expected to complete required trainings annually (e.g., Baseline Safety Training, Sexual Harassment Prevention Training, Title IX Training) within 30 days of accepting their appointment. Failure to complete training can lead to sanctions, including revocation of the tuition waiver and termination of the assistantship.
- Students receiving a graduate assistantship are expected to fulfill their responsibilities adhering to the professional and academic expectations of their discipline and in compliance with NDUS and NDSU policies. Violations of these policies and expectations may result in sanctions, including loss of the assistantship and/or termination from the Graduate College. Adjudication of these violations will occur using NDSU Policy 335.1.
- Students on research assistantships may also do related research for course credit. The number of hours of work per credit may vary depending on the discipline/department.

Graduate Assistantship Contracts

Form link:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=5e4bd89d-19fd-41a6-938f-739f0ede72c6&env=na3-eu1>

Graduate Student Advisor fills out the form

- List themselves as the Initiator **and** the Designee
- Fill out graduate student name
- List Angela Blaha as carbon copy #1

Ensure that all dates, stipends, hours to be worked, and names are accurate. If the information is incorrect, the graduate school will send the contract back and the contract will need to be completed again.

North Dakota State University Graduate Assistant Contract

Student Name: ID#:

Hiring Department: Student Program: Masters PhD

Appointment Details


Assistantship Type: Contract Type:

You are expected to work hours/week and/or teach credits during the academic year.

Stipend: Start Date: End Date:

- Your assistantship includes a tuition waiver that covers base tuition. Please note special programs that have differential tuition beyond university base tuition are not included in this tuition waiver.
- If you choose to accept this appointment you must also complete W-4 and I-9 forms in HR/Payroll located in SGC 102 on or before your first day of work. Note: The total stipend amount will be dependent on your actual start date.
- Teaching and service assistants must consent to a criminal background check per NDSU Policy 112.
- Graduate assistantships are NDSU shall not exceed an average of 20 working hours per week. Hours must be documented using an appropriate method approved by your supervisor
- Your responsibilities as a graduate assistant include: completing the required trainings Failure to complete training can lead to sanctions, including revocation of your tuition waiver and/or termination of the assistantship.
- If Telecommuting applies, refer to the HR/Payroll website for further information
- The change(s) in your duties listed below is in conjunction with your contract dated and is effective on the date listed above. ***If the contract is not an addendum, enter NA in the field.**

Your specific responsibilities include:

Optional Attachment

Optional

Enter 0 if non-applicable

Defaults to monthly (annually is an option)

Enter NA if non-applicable
OR
Contract date signed by the student

Purchasing Card

Applying for a P-Card (https://www.ndsu.edu/purchasing/procurement_card/applyforapcard/)

1. Request an application for an NDSU Procurement Card from the **Purchasing Department**.
2. Complete the application and obtain the appropriate signature approvals from your Department Director and Department Administrator.
 - To acquire an application for an NDSU Purchasing Card, contact the University Administrator; Kimberly Howard-Brasel 231-7462; Kimberly.Howard-Brasel@ndsu.edu
3. Send the application back to the **Purchasing Department**.
4. In approximately 7-10 days, you will receive the card.
5. You, the cardholder, will then need to call and activate the card prior to making any purchases.

When making a P-card purchase in person

- Cardholder must sign the charge receipt and retain the customer copy. The cardholder must have an itemized original receipt to back up their purchases. The cardholder should verify that the charge receipt and the sales receipt comply with the requirements for supporting documentation.
- Purchasing Card Policies and Procedure Manual Page 8 Revised 07/2012 Section VI

When making P-card purchases via telephone, mail order, or the Internet

- Cardholders should give the merchant the account number embossed on their card and direct the merchant to mail/fax/email a detailed invoice saying “MASTER CARD PURCHASE/PAID IN FULL” or something showing a 0 balance and showing that it was paid for with the Purchasing card. Request that the vendor enclose, mail, fax, or email a copy of the invoice/receipt with each shipment.
- Regardless of who receives the shipment, the cardholder is responsible for obtaining all documentation related to the purchase and verifying that the documentation complies with the requirements for supporting documentation.

General Instructions for Purchasing Card Use

- Maintain a record of the purchase on the Purchasing Card Record.
- Retain the original, detailed receipts/invoices for reconciliation purposes.
 - The charge slip for the credit card company is not acceptable!
- Forward the monthly Purchasing Card Record form to the appropriate reviewer.

Purchasing Card Record

<https://www.ndsu.edu/fileadmin/vpfa/forms/PUR-PCardRecord.pdf>

Purchasing Card Requisition

<https://www.ndsu.edu/fileadmin/vpfa/forms/PUR-PurchaseRequisition.pdf>

Request for Approval over \$10,000

<https://www.ndsu.edu/fileadmin/vpfa/forms/PUR-PCardRecord.pdf>

Tax Exempt on Amazon:

<https://www.ndsu.edu/fileadmin/purchasing/docs/TaxExempt-Amazon.pdf>

P-Card Manual:

<https://www.ndsu.edu/fileadmin/purchasing/docs/PCardManual.pdf>

Ag. Communication Computer Order Form

- Order form is for the use of Ag. Communication supported departments. Do NOT use this form if you are requesting computers through the Extension equipment request process or the county cost-share program.
 - <https://www.ag.ndsu.edu/accs/docs/order-form>

Surplus

- If you have merchandise in your department that needs to be sent over to Surplus, please make sure that it is in working order and all other NDSU property (papers, files, etc.) are removed from the items.
 - Send an email with the pickup location, detailed list of items including the inventory numbers if there is one to casie.ewalt@ndsu.edu
- **If the Item is an Inventoried Item (\$5,000 and over)**
 - You will need to pull the inventory sticker.
 - Contact Accounting and have the item taken out of inventory.
 - Fill out the bottom of your item's Inventory Document form and return it to Accounting.

Expense Report procedures

Login to PeopleSoft finance (www.ndsu.edu/peoplesoft - Finance login) and select “Expenses WorkCenter”

To create a new expense report for reimbursement, select “Create/Edit Report” under the Links section. Your EmplID will be populated in the field, just click “Add” to start a new report.

HELPFUL HINTS

- Be sure to **Save for Later** often as you go along! This will keep an updated draft of your travel report until you are ready to submit.
- If you’d like assistance with your report or get stuck with a problem and want me to look at it, click on “Delegate Entry Authority” under the Links section. Add a new row (+) and enter diane.pennington as the authorized user ID allowed to “edit” your transactions. Save and continue.
- If you will use the same funding for the entire reimbursement and will have multiple lines of expenses, you can set one fund as the default account for the entire expense report. This is easiest to do at the beginning of your report. See details under Accounting Details on page 4.

Create Expense Report

The screenshot shows the 'Create Expense Report' interface. At the top right, the 'Save for Later' button is circled in red. Below the header, the user name 'Diane Pennington' is displayed. The form contains several input fields: 1. Business Purpose (dropdown), 2. Report Description (text), 3. Reference (text with search icon), 4. Default Location (text with search icon), and 5. Attachments (link with plus icon). A 'Quick Start' dropdown menu is set to 'Populate From' with a 'GO' button.

1. Select a Business Purpose

- Conference- Travel to a conference (will need to attach agenda)
- Meeting- Travel to a meeting (will need to attach agenda)
- Off Site work (Research) – Travel to do research work
- Off Site work (Non-Research) – Travel for non-research work
- Monthly Expense- If you need to be reimbursed for an expense that is not travel-related

2. Report Description

- Enter a summary for your Expense Report (Purpose of Trip, supplies purchased, etc.)

3. Reference (optional)

- Enter additional useful information about your trip, such as dates included (i.e February 1-7 travel)

4. Default Location

- Location where expenses originated (more than likely starting point of Fargo)
- Type your starting location or use the looking glass to search for the city

5. Attachments

Include all attachments for this expense report to the Attachments at top of page in one PDF file. Attachments should include the following if applicable: Final Travel Authorization form if out of state travel, Meeting Agendas, Hotel Receipts, Airfare receipts, miscellaneous receipts (taxi, baggage, parking), Foreign Travel will need to attach currency conversion sheets for all receipt amounts not in US Dollars.

EXPENSES

Each expense type/day will need to be entered as a separate line. Once you finish one expense type/day, click the + sign on the right to add an additional expense line.

Recommended order is as follows: Meals, Mileage, Lodging, Airfare, Miscellaneous Expense (Baggage, taxi etc.)

1. **Date** Enter the date the expense occurred for each travel line
2. **Expense Type** Use the drop-down box to select the correct [expense type](#).

Meals:

This includes Meals In-State Taxable (Same day) (521035); Meals In-State (Overnight) (521020), Meals Out-of-State (Taxable) (521080) and Meals Out-of-State Taxable (no overnight stay) (521035).

Expenses ?
Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total 35.00 USD

*Date: 07/15/2019 *Expense Type: MealsInStateTaxable (Same Day) Description: 254 characters remaining *Payment Type: Employee Paid *Amount: 35.00 *Currency: USD

*Billing Type: General Default Rate Exchange Rate: 1.00000000

*Originating Location: FARGO Non-Reimbursable Base Currency Amount: 35.00 USD

Location: FARGO No Receipt

*Start Time (HH:MI): 12:00AM *End Time (HH:MI): 11:59PM

- In the description box, include information on any meals not reimbursable (i.e. breakfast provided at hotel, no breakfast claimed) or times of departure/return is this is the beginning or end of trip (i.e departed Fargo at 7:30 am) and points of travel.
- If not claiming all meals, click the per diem deductions link and select meals not claiming.
- Originating location may remain Fargo. City where meals are being claimed should be entered in the location (if city is not found use the county.) Per Diem will automatically show up when city is entered.
- Receipts are not needed for per diem reimbursements.

Meal breakdown chart:

First Quarter (6 am - 12 noon) 20%	No reimbursement if travel begins after 7:00 am.
Second Quarter (12 noon - 6 pm) 30%	No reimbursement if travel begins after 1:00 pm or ends prior to 12:00 noon.
Third Quarter (6 pm - 12 midnight) 50%	No reimbursement if travel begins after 7:00 pm or ends prior to 6:00 pm.

Mileage:

This includes Mileage In State (521030) or Mileage Out of State (521090). You can use in state mileage for travel in ND and within 300 miles of its borders. After that, use out of state mileage.

Expenses ?
Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total 35.00 USD

*Date: 07/15/2019 *Expense Type: Mileage In State Description: 254 characters remaining *Payment Type: Employee Paid *Amount: 35.00 *Currency: USD

*Billing Type: General Default Rate Exchange Rate: 1.00000000

*Originating Location: FARGO Non-Reimbursable Base Currency Amount: 35.00 USD

Location: FARGO No Receipt

*Transportation ID: CINST

*Miles: x

- In the description box, include purpose of travel, why personal vehicle was used rather than state fleet and points covered in mileage.

- Originating Location may remain Fargo (if initial point of travel); Location should reflect end point of travel.
- Enter how many miles were traveled in personal vehicle and click the green arrows to refresh the mileage rate.
- Receipts are not needed for mileage reimbursements.

Lodging:

This includes Lodging In State (521015) or Lodging Out of State (521075).

Expenses ?
 Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total 35.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
07/15/2019	Lodging In State		Employee Paid	35.00	USD

254 characters remaining

*Billing Type: General

*Originating Location: FARGO ND Receipt Split

Location: FARGO ND Default Rate Exchange Rate: 1.00000000

*Number of Nights: 1 Non-Reimbursable Base Currency Amount: 35.00 USD No Receipt

*Merchant: Preferred Non-Preferred

- In description box, include purpose of travel and any people who may have shared a room with you.
- Originating Location may remain Fargo; Location should reflect city where lodging took place.
- Indicate Merchant name, select non-preferred, enter number of nights and total amount. In-state lodging rate is \$86.40 plus applicable taxes (as of 10/1/19). Out of state lodging expenses will be reimbursed at actual expense.
- Receipts are needed for lodging; please remember to upload receipt as an attachment at top of document (one single file preferred for all attachments).

Airfare:

This includes Airfare In State (521010) or Airfare Out of State (521070).

Expenses ?
 Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total 35.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
07/15/2019	Airfare Out of State		Employee Paid	35.00	USD

254 characters remaining

*Billing Type: General

*Originating Location: FARGO ND Receipt Split

Location: FARGO ND Default Rate Exchange Rate: 1.00000000

*Ticket Number: Non-Reimbursable Base Currency Amount: 35.00 USD No Receipt

*Merchant: Preferred Non-Preferred

- In the description box, indicate purpose of travel and any special circumstances.
- Originating Location is departure city (usually Fargo), Location should be arrival city.
- Include Ticket number, merchant and total amount of airfare.
- Make sure your attached receipt includes the flight itinerary along with the cost of the airfare.

Miscellaneous Travel:



This includes taxi fees, toll fees, baggage fees (up to one bag per traveler) and parking fees. (521065)

Include all pertinent information and attach a receipt for all fees.

ACCOUNTING DETAILS

If you have the same funding for the entire reimbursement, you can set one fund as the default account

Accounting Defaults Report ID NEXT

 Save for Later |  Summary and Submit

Actions

Accounting Summary							
%	*GL Unit	Fund	Dept	Program	PC Bus Unit	Project	Activity
100.00	NDSU1	37000	7680	01170	NDSU1	RG0012345	1

[User Defaults](#)

- Click on the Actions drop down menu in right hand corner and choose Default Accounting for Report (in order for the Actions box to appear, you need to enter at least one Expense Type.)
- Hit the Go button to the right
- Enter in your funding information you want to use for the entire travel (please see Accounting Info below for more detail on required fields)
- Hit ok
- Every time you choose a travel expense line item it will automatically put in the funding you provided for the default funding Default Accounting

Enter the account details as noted below:

- **Amount:** Should already be filled in from details you provided in expense line
- **Account:** Should already be filled in based on expense type selected
- **Fund:** Enter your five digit fund number (i.e. 37000, 43500, 46000)
- **Dept:** Enter your four digit dept. number (i.e 7680, 7180)
- **Program:** Enter your five digit program number (i.e. 02398)
- **Class:** Leave Blank
- **PC Bus Unit:** Enter NDSU1 (will always need to be input)
- **Project:** Enter your 10 digit project number (i.e. FAR0012345)
- **Activity:** Enter 1 (will always need to be input)
- The rest of the fields can be left blank

Before you submit travel, double-check the following:

- ALL receipts are attached.
- You have departure and return times for all days.
- Correct per diem has been claimed for the times entered.
- If you attended a conference or workshop, attach agenda or put link to online agenda in notes.

SUMMARY AND SUBMIT

- Click Summary and Submit in the right hand corner once the report is done and ready for approval

Once you hit Summary and Submit, it will bring you to the approval page

- Check the “By checking this box, I certify the expenses submitted are accurate and comply with expense policy” and click Submit Expense Report button. Click OK
- If there are any errors on the report, it will be sent back to the employee to fix and will have to be re-approved.
- Print final report and attach all original receipts, which will need to be kept in the office for auditing purposes.