

North Dakota State University

Policy Manual

SECTION 515

TRAVEL- EMPLOYEES

SOURCE: NDSU President
North Dakota Century Code (NDCC)
North Dakota Office of Management and Budget Policy (OMB)
North Dakota University System Procedure Manual (NDUS)
State Board of Higher Education Policy Manual (SBHE)

1. GENERAL PROVISIONS

1.1 DEFINITION OF "TRAVEL"

For purposes of this policy, except for No. 2 below, the term "travel" means the absence from the city or community where a person normally works and/or maintains an office.

1.2 MEANS OF TRAVEL

Employees must choose the most prudent and economical means of travel, considering factors such as: travel expenses, time away from the office, and the needs of the University.

1.3 ACCOUNTING OFFICE RESPONSIBILITY

The NDSU Accounting Office is responsible for the initial development of NDSU's employee travel expense reimbursement policy, in addition to the final review and approval of individual employee travel expenses. Employees may be contacted by the Accounting Office for more documentation or a cost/benefit justification. The NDSU Accounting Office has the final decision on interpretation of related policies and procedures and must apply the travel rules in this policy on a reasonable, fair and consistent basis.

1.4 TRAVEL EXPENSE REPORT REQUIREMENTS - (NDCC 54-06-09 (6))

Before an allowance for any such mileage or travel expenses may be made, the employee shall file with the employee's department an itemized statement showing the mileage traveled, the hour of departure and return, the days when and how traveled, the purpose thereof, and such other information and documentation as may be prescribed by rule of the employee's department, college, or division.

(OMB Policy 505)

Statements such as "to attend a meeting" etc., are not acceptable as sufficient documentation for purpose of travel.

(NDCC 44-08-05.1)

Any employee who has the power to approve a payment for travel expenses or any other expenditure for a department shall determine, before approving the payment, the following:

- 1.4.1 That the expenditure for travel or other expenditures were for lawful and official purposes.
- 1.4.2 If for employee travel reimbursement, the sums claimed for travel expenses are actually due the individual who is seeking reimbursement, allowance, or payment.
- 1.4.3 If the payment is for an expenditure other than travel expense, that the expenditure is lawful and that the payment contains no false claims.

2. TRAVEL WITHIN THE CITY OF EMPLOYMENT

Employees may be reimbursed for expenses incurred within their "city or community" of employment for the following:

- 2.1 Parking fees for personal vehicles when conducting University functions or attending University meetings, except for parking on campus.

- 2.2 (OMB Policy 501)
Necessary official travel by employees will be reimbursed at a rate not to exceed the Privately Owned Vehicle (POV) Mileage Reimbursement Rate established by the U.S. General Services Administration (GSA) for an automobile if no state-owned vehicle is available, or if the employee has obtained prior approval.

- 2.2.1 (OMB Policy 501)
The office work location is the designated state facility, within the State of ND, applicable to the position (this cannot be an employee's home).

Travel expenses between home and an employee's office work location is considered regular commute and is not reimbursable regardless of geographical distance between the two locations or purpose of travel.

Travel expenses for official business departing from the office work location to an alternate worksite location is reimbursable.

Travel expenses for official business departing from home to an alternate worksite location is partially reimbursable. Mileage is paid less the regular commute mileage. This mileage reduction will be applied once a day/trip (if away for multiple, consecutive days and driving).

- 2.3 Meals may be reimbursed as provided under NDSU Policy 170.
- 2.4 Transportation between the employee's residence and airport, which may consist of taxi fare, mileage, or mileage plus airport parking.

3. OUT-OF-STATE TRAVEL AUTHORIZATION -

Employees must have each out-of-state trip pre-approved by their immediate supervisor. Deans and Directors who report directly to a Vice President or Provost must have their out-of-state trips pre-approved by their Vice President or Provost. Vice Presidents, Provost, and others reporting directly to the President, must have each out-of-state trip pre-approved by the President.

Prior approval is to be obtained by using the Travel Authorization – Out-of-State form.

3.1 WORKERS COMPENSATION -

In cases where employees are working out-of-state for 30 consecutive days, or for any international trip, the employee must notify the University Police and Safety Office to arrange proper Workers Compensation coverage.

3.2 INTERNATIONAL TRAVEL AUTHORIZATION - (NDUS Procedure 806.1 (12))

Each trip to a foreign country must be approved by the appropriate Vice President or Provost or their designee, excluding the bordering Canadian provinces of Manitoba and Saskatchewan.

3.2.1 Travelers should review the North Dakota Risk Management Division website before travelling internationally.

3.2.2 Employees are responsible for checking the U.S. Department of State website for travel advisories for their destination prior to international travel. Departments cannot require an unwilling employee to travel for work-related purposes to a location that is subject to a USDOS Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) Travel Advisory.

3.2.3 Employees on international travel must comply with all U.S. export control laws and regulations.

3.2.4 Prior to travel, travelers should contact the International Student and Study Abroad Services or the North Dakota Risk Management Division website for international travel insurance options. The North Dakota Risk Management Division purchases a Foreign Travel Liability Policy for all state employees who travel on state business to foreign countries.

3.2.5 All expenses claimed must be converted to US dollars with the conversion rate and calculation shown on each receipt. If a receipt does not contain a conversion rate, employees should use the currency converter on the Oanda website.

4. PRIVATELY OWNED TRANSPORTATION - (NDCC 54-06-09 (4))

An employee, when required to travel by motor vehicle or truck in the performance of official duty, should use a state-owned vehicle, whenever possible.

(OMB policy 511)

When an employee drives a state fleet vehicle, the State's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

(NDCC 44-08-03)

Where more than one state employee travels in the same car while engaged upon official duty, whether belonging to different departments, subdivisions, boards, or commissions or not, no claim may be made for more than one mileage, such claim to be made by the owner or lessee of such car.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below:

4.1 IN-STATE MILEAGE - (OMB Policy 511)
The Privately Owned Vehicle (POV) Mileage Reimbursement Rate established by the U.S. General Services Administration (GSA) is used for actual and necessary mileage traveled in the performance of official duty when such travel is by motor vehicle.

4.2 PRIVATE AIRPLANE MILEAGE (OMB Policy 511)
The sum of one and one-half times the mileage reimbursement amount established for travel by motor vehicle when such travel is by private airplane.

4.3 OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))
If only one person engages in such travel in a motor vehicle exceeding at any geographic point 300 miles beyond the borders of this state, reimbursement is limited to eighteen cents per mile for miles driven in excess of six hundred miles of round trip out-of-state travel.

(NDSU Interpretation)

When only one person uses their own vehicle to travel outside the state of North Dakota, the employee may be reimbursed at the established United States GSA mileage rate for all miles driven within 300 miles past the North Dakota border. This includes both the departure and return parts of the trip. Miles driven beyond 300 miles past the North Dakota border will be reimbursed at eighteen cents per mile.

When two or more state employees travel in the same vehicle, the per mile allowance is the United States GSA mileage rate. State employees accompanying the vehicle owner must be listed on the travel expense report.

4.4 (NDCC 54-06-09 (5))
State employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding thirty consecutive days, will be allowed and paid 45 cents per mile for each mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle. In this case, the 300-mile restriction, in 4.3 above, does not apply.

4.5 (NDUS Procedure 806.1 (7b))
Employees who are required by the NDUS entity to work from home in a remote location may be reimbursed for mileage from their home to work-related meetings, appointments and functions. Employees who work from home in a remote location as a matter of personal choice may not be reimbursed.

4.5.1 (OMB Policy 501)
Mileage is paid less the regular commute mileage.

4.6 (OMB Policy 511)
If a personal vehicle is used in lieu of air, for the employee's convenience, meals and motel expenses will be allowed for a maximum of one day each way.

4.7 (OMB Policy 501)

Expenses for mileage only, which are routinely incurred in the performance of employment duties, should not be claimed until a minimum of \$10 in reimbursement is due. However, such reimbursement should be made at least monthly, without regard for the dollar amount.

(NDSU Interpretation)

Mileage allowances are assumed to be total operating costs for vehicles. No additional amounts will be reimbursed to employees for personal items such as vehicle repairs or any other normal automobile expenses. Mileage allowances include the cost of fuel for your business-related miles. As such, fuel is not allowed to be claimed for reimbursement when the mileage allowance is claimed. Just as in a rental or fleet vehicle, no reimbursement will be made for traffic or parking tickets.

5. COMMERCIAL AIRLINES - (NDUS Procedure 806.1 (6))

For travel on official state business, airline tickets may be purchased through a travel agency and billed to the department, purchased by the employee and reimbursed, or purchased with an institution purchasing card. The original itinerary should be used to support the travel agency payment, employee reimbursement, or purchasing card purchase.

Reimbursement to an employee, tickets directly billed to a department or tickets paid using a purchasing card will be allowed for the actual cost of tourist or coach fare, purchased at the lowest reasonable rate available, except when approved by the President, or President's designee, unless not permitted by federal rules or regulations. Approvals must be attached with the expense report submission. Fares exceeding coach fare must have documentation showing the need for the higher fare. Invoices from third parties (like travel agencies) must identify if travel is First Class or Business Class and must not include unallowable expenses such as seat assignment charges, additional luggage, etc.

Employees will be reimbursed for their first piece of checked luggage. If additional luggage charges are included, a documented business reason must be included on the travel paperwork to be allowed as a reimbursable expense.

Reimbursement to employees for use of personal miles or other awards is not allowed. Tickets submitted for reimbursement must show original purchase/payment method.

- 5.1 With appropriate department approval, the employee may be reimbursed immediately after the ticket is paid using an expense report. Employees are encouraged to use the institution's purchasing card to purchase airline tickets whenever possible.
- 5.1 Meal and lodging expenses will be limited to the days needed to complete the business trip, typically one day of travel before and one day after the business purpose, although there may be situations such as international travel that require additional time. Meal and lodging expenses for additional travel necessary to get a discounted or reduced airline rate are reimbursable, if a cost savings can be documented.
- 5.3 If personal and business travel is combined, expenses must be clearly documented, and any additional expenses incurred are the sole responsibility of the traveller. If the traveller uses an indirect route or interrupts travel for personal convenience, the reimbursement for their actual travel expenses may not exceed the lowest available cost of a direct or

uninterrupted flight and associated necessary expenses. Flight comparison documentation must be attached to the expense report.

6. MEAL REIMBURSEMENTS - (NDCC 44-08-04)

Reimbursement is allowed only for overnight travel or other travel, away from the normal place of employment, for four hours or more. Verification of expenses by receipt is required only for lodging expenses.

6.1 DEFINITION - QUARTERS - (NDCC 44-08-04 (2)) / (OMB Policy 505)

For purposes of employee meal and lodging reimbursements, state law defines the four quarters of a day as follows:

First quarter shall be from six (6) a.m. to twelve (12) noon. No reimbursement may be made if travel begins after seven (7) a.m.

Second quarter shall be from twelve (12) noon to six (6) p.m. No reimbursement will be made for this quarter if travel begins after eleven (11) a.m. or ends prior to one (1) p.m.

Third quarter shall be from six (6) p.m. to twelve (12) midnight. No reimbursement will be made for this quarter if travel begins after five (5) p.m. or ends prior to seven (7) p.m.

Fourth quarter shall be from twelve (12) midnight to six (6) a.m. This quarter pertains to claiming lodging expense.

6.2 CONFERENCE, SEMINAR, OR OTHER MEETING - (NDCC 44-08-04 (1))

Claims may also be made for meals that are included as part of a registration fee for a conference, seminar, or other meeting and for meals attended at the request of and on behalf of the University; however, if a meal is included in a registration fee, the applicable quarter's meal allowance cannot be claimed for that meal.

6.3 TAXABLE MEALS - (NDUS Procedure 806.1 (3f))

The cost of an employee meal paid or reimbursed by an employer is taxable to the employee if the employee is not on an overnight trip, per United States Internal Revenue Service publication 5137, section 9. Meal reimbursements that do not involve "overnight lodging" are reported as taxable gross income on the employee's W-2 and are subject to withholding and employment taxes. A lodging receipt is considered adequate proof of overnight lodging. Also, a notation on the travel expense report that the employee stayed overnight with a friend or relative is sufficient. A written exception may be made by the President or their designee under extenuating circumstances. For example, during an emergency, meals are provided to employees who cannot leave the institution as part of their job duties.

(NDUS Procedure 806.1 (3g))

The cost of a meal that does not involve overnight travel is not taxable to the employee if the meal is part of a meeting or other event scheduled for the primary purpose of conducting business and the event is not a regular occurrence.

6.4 PAYMENT FOR MEALS OF STAFF & GUESTS, WHILE IN TRAVEL STATUS -

NDSU Policy 170 allows reimbursement to employees for meals of staff and guests, even though the employee is not in travel status. Employees while in travel status may also

occasionally encounter meal expenses when they are required to be at a meeting and there is a need to pay for meals of guests, such as when interviewing candidates, recruiting, or fund raising.

If an employee is at a required meeting and pays for meals of guests (while in travel status), the employee may be reimbursed for the reasonable actual receipt amount. If the employee meal is reimbursed at the reasonable actual receipt amount on the expense report, he/she must not claim the applicable quarter's meal allowance. A meal for which the cost does not exceed 125% of the U.S. General Services Administration (GSA) meal per diem rate is considered reasonable.

The purpose of the meeting and names of guests must be documented on an attached banquet and meeting documentation form.

6.5 TEAM TRAVEL - (Excerpt from NDCC 44-08-04, Subsection 1)

If a higher education athletic team or other organized institution organization group meal is attended at the request of and on behalf of the institution, actual expenses for the entire group, including coaches, trainers, and other employees, may be paid or submitted for payment of a team or group travel expense report: subsection 2 does not apply; and officers and employees are not required to document individual expenses or submit individual travel reimbursement vouchers.

(NDSU Interpretation)

Meal expenses of athletic department employees, when traveling with student athletes to games, are covered by travel advances issued from the Accounting Office. These meals are attended at the request of and on behalf of the University and, therefore, the meals are paid from the travel advance at the actual cost of the meals, in accordance with the Athletic department meal reimbursement guidelines for student athletes. Since the meals are paid out of the travel advance, it is not necessary for the employees involved in the team travel to complete a travel expense report to claim reimbursement for the meals.

As an alternative to actual meal costs, some head coaches may prefer to distribute a cash per diem to the employees and student athletes. The cash per diem is distributed from the travel advance for the individual to use for meals. The cash per diem for employees must not exceed the meal allowance allowed policy and must not exceed the Athletic department meal reimbursement guidelines for student athletes. Since the employee cash per diem is paid from a travel advance, it is not necessary for the employee to complete a separate expense report to claim reimbursement for the meals.

6.6 MEAL ALLOWANCE RATES - (NDCC 44-08-04 (2))

Meal reimbursement rates depend upon the time of day the employee is in travel status and whether the travel is in-state or out-of-state. Verification of receipts shall not be required for the first three quarters listed above in Section 6.1.

6.6.1 IN-STATE - (NDCC 44-08-04 (2))

The Accounting Office web site will have a link to the appropriate meal allowance for in-state travel.

6.6.2 OUT-OF-STATE, WITHIN CONTINENTAL U.S. - (NDCC 44-08-04 (3))

The allowance for out-of-state meals, within the continental United States, is equal to the per diem meals and incidental expenses rate in the city for which a claim is made on that day as established by the United States general services administration and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(OMB Policy 505)

Those persons engaged in travel outside on North Dakota shall be reimbursed for meals equal to the per diem meals rate in the city of final destination.

The Accounting Office web site will have a link to the appropriate meal allowance for out-of-state travel.

6.6.3 NON-CONTINENTAL UNITED STATES AND OVERSEAS NONFOREIGN AREAS - (NDCC 44-08-04 (4))

The allowance for meals in non-continental United States and overseas nonforeign areas, including Alaska, Hawaii, and Guam, is equal to the per diem meals rate in the city for which a claim is made on that day as established by the rule for federal employees established by the United States per diem committee.

The Accounting Office web site will have a link to the appropriate meal allowance for non-continental United States and overseas nonforeign areas travel.

6.6.4 FOREIGN TRAVEL - NDCC 44-08-04(5))

The allowance for meals outside the United States is equal to the per diem meals rate in the city for which a claim is made on that day as established by rule for federal employees established by the United States department of state.

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

7. LODGING REIMBURSEMENTS - (NDCC 44-08-04 (1), (2d), (6))

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.

The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time. See the Accounting website. The amounts shown are 90% of the GSA rates and are the maximum state reimbursable rates that can be claimed, plus applicable state and local taxes.

Out-of-state lodging expenses shall be reimbursed at actual expense. If the cost of out-of-state lodging is excessive and it is being reviewed for cost effectiveness after the travel has occurred, the reimbursement may be limited to the GSA rate established for that location.

An original lodging receipt is required for reimbursement to the employee. *(When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost.)*

(OMB Policy 513)

Only receipts from bona fide lodging establishments will be accepted for reimbursement. Receipts from relatives for the provision of lodging services will not be acceptable. The receipts must be the official receipt from the lodging establishment and not a charge slip from a credit card system.

7.1 IN-STATE LODGING RATES OVER MAXIMUM - (NDUS Procedure 806.1 (5b))

In the unlikely situation an employee cannot find lodging at 90% of the GSA rate, the following process needs to be followed:

7.1.1 Prior-approval by campus designated approver must be obtained.

7.1.2 The request must document the name of the employee, name of city traveling to, dates of lodging, name and address and local phone number of the lodging facility, the dates and times of contact, the rates quoted for the dates of travel or if there were no available rooms. A minimum of 3 facilities should be contacted. If traveling to a North Dakota community that does not have 3 lodging facilities, indicate on documentation.

7.1.3 This documentation must be attached to the expense report reimbursement.

7.1.4 Occasionally, additional documentation will be requested to ensure the most cost-effective rates possible were obtained.

7.1.5 If a room is more than the 90% maximum GSA rate for North Dakota, allowed in section 7, above, the additional taxes eligible for reimbursement must be prorated. *For example (using \$99.00 maximum rate): if the room is \$110.00 and taxes are \$11.00, the individual will be reimbursed \$99.00 plus \$9.90 pro-rated taxes ($\$99.00/110.00 \times \$11.00 = \$9.90$).*

7.2 DIRECT BILLING OF LODGING TO DEPARTMENT

7.2.1 State law (NDCC 44-08-04.5) allows a state agency or institution to pay an out-of-state lodging provider directly when the North Dakota Office of Management and Budget has obtained a sales tax exemption from the destination state.

At this time, OMB does not have an agreement with any other state. State agencies will be notified when such agreements have been obtained. The state law exception does not apply to in-state lodging.

7.2.2 A lodging facility may be paid directly by the department if the travel involves a student field trip or athletic team travel.

7.3 REQUIRED DEPOSITS - (OMB Policy 513)

If the institution makes travel plans involving a lodging expense, the institution may arrange with the lodging provider or travel agency to have the expense prepaid by the institution or billed directly to the institution.

(NDSU Interpretation)

If the deposit is paid by the employee in a month prior to the travel dates, the employee may be reimbursed immediately after the deposit is paid using an expense report. The employee will need to verify that the deposit was properly credited to the lodging bill when the travel takes place.

7.4 ROOM SHARING - (OMB Policy 513)

When two or more state employees share lodging accommodations, the actual cost of the room must be split evenly, and each must have a separate receipt. Each employee should normally claim his/her own reimbursement. In instances where one employee pays the total lodging costs, he/she may claim reimbursement for the same by listing the other employee(s) sharing the lodging accommodation.

When a state employee is accompanied by an individual not eligible for reimbursement (a spouse or traveling companion), the state employee must have the lodging establishment clearly certify the room rate for a single person and only that amount may be claimed.

8. MISCELLANEOUS TRAVEL EXPENSES - (OMB Policy 505)

Reimbursement may also be requested for such necessary miscellaneous travel expenses as registration fees, car rental, taxi fares, toll fees, business telephone calls, and parking fees while in travel status. All miscellaneous travel expenses claimed on the expense report must be individually identified and explained. Receipts are required for all individual miscellaneous travel expenses exceeding \$10.00. Parking fees may be claimed only with a receipt from a hotel/motel, airport or parking facility.

8.1 ENTERTAINMENT & PERSONAL EXPENSES

Employee entertainment or other personal expenses are not reimbursable. Expenses claimed by an employee that appear to fall in this category, will need additional justification to support claiming them as necessary business expenses.

8.2 CAR RENTAL - (OMB Policy 518)

8.2.1 The university will reimburse an employee for car rental 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 or rideshare service such as Uber or Lyft. The state discourages car rentals unless their cost effectiveness is self-evident.

8.2.2 When renting a car for university business, employees must use state contracts that include insurance and damage waiver as part of the base rental rate. Exceptions are allowed if agency administrators determine, in consultation with the Risk Management Division, that alternative arrangements will result in cost savings considering the availability and cost of any recommended additional insurance.

8.2.3 In the event that a vehicle is not available through a state contract, you **MUST** purchase additional insurance and damage waiver protection. The North Dakota Risk Management Division also recommends purchasing the liability insurance if renting outside the United States. Also, when out of the country, it is advisable to purchase the loss damage waiver. Employees should consider what coverages the employee's personal auto insurance provides.

8.2.4 Please refer to the link within OMB Policy 518 for more information on the state cooperative contract and vehicle coverage.

8.2.5 (NDUS Procedure 806.1 (8b)) When renting a car in lieu of a taxi or ridesharing service, the employee is required to submit documentation justifying the reason for the car rental.

8.3 TIPS AND OTHER CHARGES

Reasonable tips to ridesharing drivers such as Uber or Lyft and taxicab drivers that are a necessary part of the business trip are reimbursable. Reasonable tips are not to exceed the greater of \$2.00 or 20% per tip.

No reimbursement is allowed for tips on meals that are covered by the meal allowance.

Reimbursement for incidental expenses, such as tips to bellhops or maid service is not allowed as it is already included as part of the meal per diem reimbursement amount. However, exceptions may be made if no meal per diem reimbursement is claimed and the tips were required by the hotel and included on the itemized lodging receipt.

8.4 LOST RECEIPTS

When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost. Credit card receipts are not sufficient.

9. TRAVEL ADVANCES - (NDCC 44-08-04.2)

The Accounting office may approve a travel advance to employees for payment of meal and lodging expenses incurred while the employee is traveling on official business of this state, provided that such travel is planned to be in excess of five days per month, and provided that the funds advanced do not exceed eighty percent of the estimated expenses for the period.

NDSU LIMITATIONS

Funds advanced for meals and lodging must be accounted for as required by this Policy. Travel advances may not be made from state appropriated funds. A travel advance form is available to request an advance.

The Accounting Office will generally limit travel advances to the following two situations:

9.1 When an employee is chaperoning a group of students or other guests and is expected to pay some of the student's or guest's expenses.

9.2 When an employee is going on a trip for an extended period of time, such as more than one month. Usually these are international trips funded by a special grant.

Travel advance funds must be reflected on an expense report subsequent to the dates of travel.

Unused travel advances must be repaid in full before any expense report associated with the related trip is processed.

HISTORY:

New	July 20, 2000
Amended	July 2001
Amended	June 2003
Amended	October 2003
Amended	August 2005
Amended	February 2006
Amended	October 2007
Amended	January 2008
Amended	July 17, 2009
Housekeeping	October 6, 2009
Housekeeping	February 2010
Amended	July 2010
Housekeeping	September 2010
Housekeeping	January 5, 2011
Housekeeping	June 15, 2011
Housekeeping	August 18, 2011
Housekeeping	January 27, 2012
Housekeeping	April 23, 2012
Housekeeping	October 10, 2012
Housekeeping	January 10, 2013
Housekeeping	July 30, 2013
Housekeeping	September 18, 2013
Housekeeping	December 31, 2013
Housekeeping	March 3, 2014
Housekeeping	December 31, 2014
Housekeeping	April 29, 2015
Amended	June 22, 2015
Housekeeping	September 30, 2015
Housekeeping	December 31, 2015
Housekeeping	September 7, 2016
Housekeeping	December 30, 2016
Housekeeping	October 1, 2017
Housekeeping	October 10, 2017
Housekeeping	January 18, 2018
Housekeeping	October 1, 2018
Amended	September 18, 2019
Housekeeping	October 2, 2019
Housekeeping	January 3, 2020
Amended	December 21, 2020
Housekeeping	January 7, 2021
Housekeeping	February 15, 2022
Amended	May 20, 2025