

## GRAND FORKS COUNTY TRAVEL EXPENSES VOUCHER

MONTH \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_

NAME \_\_\_\_\_ THIS TRAVEL VOUCHER COVERS FROM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ MONTH: \_\_\_\_\_ TO: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ MONTH: \_\_\_\_\_

DAY	POINTS COVERED BY TRAVEL	HOURS OF DEPARTURE/ARRIVAL (SHOW AM OR PM)		VEHICLE MILES	COMM'L AIR TRANS	OTHER COMM'L TRANS	MISC EXP	MEALS IN STATE	MEALS OUT OF STATE	LODGING	
										IN STATE	OUT STATE
1											
2											
3											
4											
5											
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I hereby certify that the within Itemized statement representing a claim for payment of per diem, mileage or travel expenses or combination thereof, truthfully and accurately states the days of service and the mileage traveled, and the purpose thereof.								MEALS IN STATE			
								MEALS OUT OF STATE			
SIGNATURE: _____ DATE _____								LODGING IN STATE			
								LODGING OUT OF STATE			
DEPARTMENT APPROVAL _____								MISCELLANEOUS EXPENSE			
								OTHER TRANSPORTATION IN STATE			
SIGNATURE: _____ DATE _____								OTHER TRANSPORTATION OUT OF STATE			
								AIR TRANSPORTATION IN STATE			
ACCOUNT NUMBER _____ CHARGE TO _____								AIR TRANSPORTATION OUT OF STATE			
								VEHICLE MILES IN STATE \$.56/mile			
								VEHICLE MILES OUT OF STATE			
								PER DIEM X			
								HOURS X			
								TOTAL EXPENSES			

Meals are taxable if you did not stay overnight and will be paid through payroll \$ \_\_\_\_\_

**GENERAL INSTRUCTIONS**

- Each county employee claiming travel expenses reimbursement shall submit only one voucher for each calendar month.
- Information on voucher must be typewritten or legibly printed
- Receipts required for all expenditures for commercial transportation except taxi fares of \$20.00 or less.
- The employee must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed.
- If a meal is included in a registration fee, the applicable quarter allowance cannot be claimed.

**IN STATE TRAVEL**

Personal vehicle mileage shall be reimbursed at the sum of the IRS rate or the state rate whichever is greater for each mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle. The State rate and IRS rate are currently at **.56 cents effective January 1, 2014.**

Maximum quarter-day reimbursement for meals and lodging as follows, according to NDCC 44-08-04(2) effective October 1, 2013:

1st quarter 6:00 a.m. to 12:00 noon	.....	\$7.00
2nd quarter 12:00 noon to 6:00 p.m.	.....	\$10.50
3rd quarter 6:00 to 12:00 midnight	.....	\$17.50
4th quarter 12:00 midnight to 6:00 a.m., actual lodging expense not exceeding	.....	\$74.70

Effective October 1, 2013 Reimbursement for lodging has increased for the areas listed below.

City	County	Lodging amount
Dickinson/Beulah	Stark, Mercer, Billings	\$108.00
Minot	Ward	\$112.50
Williston	Williams	\$94.50

**OUT OF STATE TRAVEL**

Maximum quarter-day reimbursement for meals and lodging as follows, according to NDCC 44-08-04(3):

1st quarter 6:00 a.m. to 12:00 noon	.....	20%
2nd quarter 12:00 noon to 6:00 p.m.	.....	30%
3rd quarter 6:00 to 12:00 midnight	.....	50%
4th quarter 12:00 midnight to 6:00 a.m., actual lodging expense. Receipts required.	.....	

Reimbursement is based on the Federal Rate. The allowance for out-of-state meals, within the continental 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 by the United States general services administration and must be allowed twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter. The website used for out-of-state travel is <http://www.gsa.gov>.

Authorization for out-of-state travel must be obtained from the Board of Commissioners prior to the actual date(s) of travel. Emergency approval may be granted by the Chair of the Board of Commissioners and one other Commissioner. Prior authorization for out-of-state travel is not required if the employee will accept the in-state reimbursement rates and the distance traveled is not more than 150 miles outside the borders of North Dakota.

44-08-05 Civil recovery of public funds-Any person who receives public funds for the discharge of a public duty in excess of the amounts allowed by law shall, thirty days after a demand for a return of such excess amount has been made by the attorney general, be subject to a civil suit to be brought by the attorney general for the recovery of the amount received in excess of that lawfully allowed.

CLAIM VOUCHER	
	WARRANT NO _____
Date _____ 20__	\$ _____
	In favor of _____
By _____	Filed _____ 20__
	County Auditor
	Deputy
Amount Earned .....	\$ _____
W. Tax\$ _____	
F.I.C.A. _____	
BALANCE DUE.....	\$ _____
Meals, Lodging .....	\$ _____
Mileage .....	\$ _____
Cash Adv. Or Misc .....	\$ _____
TOTAL DUE: .....	\$ _____
TO THE COUNTY AUDITOR: _____	
The within account has been carefully checked and audited and are hereby directed to draw your warrant upon the county treasurer the above amount payable from the following Fund: _____	
Chairman Board of County Commissioners	