

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 103-14

Eff. 2/21/12

IN-STATE TRAVEL REIMBURSEMENT

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Employees shall be reimbursed 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. (NDCC 54-06-09) Suggested mileage, one way, for in state, is as follows:

Destination	Suggested Mileage (one-way)
Bismarck	280 miles
Dickinson	370 miles
Fargo	80 miles
Jamestown	175 miles
Minot	210 miles

Quarter day reimbursement for meals/lodging is as follows, IAW NDCC 44-08-04(2):

Quarter	Time Period
First	6:00 a.m. to 12:00 Noon Payment will not be made if travel begins after 7:00 a.m.
Second	12:00 Noon to 6:00 p.m.*
Third	6:00 p.m. to Midnight*
Fourth	Midnight to 6:00 a.m. *

* 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.

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If a meal is included in a registration fee, the applicable quarter allowance cannot be claimed for the meal. Receipts are required for miscellaneous items. No receipt is required for taxi or cab fares up to and including \$20.00. A copy of the seminar or workshop brochure must be attached to the reimbursement request.

NOTE: Social Services employees are encouraged to use county vehicles, when available, for county business and round-trip travel exceeding 150 miles. Employees choosing to use a personal vehicle when county transportation is available will be reimbursed at the privately owned vehicle reimbursement rate established by the United States General Services Administration and available at www.gsa.gov. If an employee chooses an alternative method of travel for county travel or plans an extended stay following completion of county business, the employee is responsible for the payment of the difference of any additional costs incurred not authorized by the Department Manager.