

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 103-15

**Eff. 2/21/12
Rev. 2/18/14**

OUT OF STATE TRAVEL

Page 1 of 2

Quarter	Time Period	Reimbursement
First	6:00 a.m. to 12:00 Noon Payment will not be made if travel begins after 7:00 a.m.	20% per diem meals rate in the city for which claim is made
Second	12:00 Noon to 6:00 p.m.*	30% per diem meals rate in the city for which claim is made
Third	6:00 p.m. to Midnight *	50% per diem meals rate in the city for which claim is made
Fourth	Midnight to 6:00 a.m. *	The allowance for lodging outside the state must be the actual lodging. Receipts are required.

* 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. A letter shall accompany any excessive reimbursement request.

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 allocated twenty percent to the first quarter, thirty percent to the second quarter and fifty percent to the third quarter. 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. The web site used for out-of-state travel is <http://www.gsa.gov>.

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 103-15

**Eff. 2/21/12
Rev. 2/18/14**

OUT OF STATE TRAVEL

Page 2 of 2

Department Managers will make every effort to project travel with itemized costs attached to their annual budget. If the request is approved with the budget, no further action is required.

If a change of travel is requested to offset another budgeted approved travel, the change of travel must be approved by the County Commission prior to the actual date(s) of travel. Emergency approval may be granted by the Chairperson or Vice Chairperson of the County Commission. Prior authorization for out of state travel is not required if the employee will accept the instate reimbursement rates and the distance traveled is not more than 150 miles outside the borders of North Dakota.