



EXPENSE CLAIM FOR NONDEPARTMENT EMPLOYEES

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
 OFFICE OF FISCAL MANAGEMENT
 SFN 9007 (1-2024)

Please Print or Type

Claimant's Name	Claimant's E-Mail Address		Telephone Number
Residential Mailing Address	City	State	ZIP Code

Summary of Expenses for Which Reimbursement is Claimed

(Reimbursement Policies on Reverse Side)

Activity/Event (attach a copy of agenda)	DPI Unit or Contact Person	Date of Activity/Event
Location(s)		

Transportation

Personal Vehicle Miles _____ at \$0.67 per mile (Include mileage both directions)	\$	
Taxi Fare (Receipt required if over \$10)	\$	
Commercial Fares (Itemized receipt required)	\$	
Total Transportation Expense	\$	

Registration, Meals, Lodging, Miscellaneous

Registration Fee (Receipt required.)	\$	
Meals (Not included in registration fee – no receipts please)		
Date _____ and Time of Departure from Home _____ AM _____ PM	\$	
Date _____ and Time of Return to Home _____ AM _____ PM		
Lodging (Itemized receipt required.)	\$	
Miscellaneous Expenses (Receipts required.)	\$	
Total Registration, Meals, Lodging, Miscellaneous Expenses	\$	

Professional Fees

Per Diem and/or Meeting Compensation (please itemize): _____	\$	
Professional Fee (please itemize): _____	\$	
Total Professional Fee	\$	
Total Expenses (Transportation, Registration, Meals, Lodging, Miscellaneous, Professional Fees)	\$	
Total Amount Paid (If Different From Total Expenses)	\$	

Certification: I certify that this itemized statement representing a claim for fees, travel expenses and miscellaneous costs, or combination thereof, truthfully and accurately describes the services rendered, the days of service, and travel related expenses; and that the amount of payment will not be duplicated from any other source.

Claimant's Signature	Date
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Department of Public Instruction Use Only

Contract Number	Speed Chart	Year	Class	Dept. ID	Fund	Project	Activity	Grant Mgr.	Unit Approval	Date
Travel: 521060	PF-Consultant: 623130	PF-Instructor: 623080	Registration: 611005	Other: _____	Category					

Travel reimbursement will be made according to ND OMB Policies 502-516 (effective February 19, 2021), as outlined below. Payment for travel expenses that exceed the agreed upon budget must be approved by State's project manager.

Per Diem (Meal Allowance):

A contractor shall be reimbursed per diem for meals paid by the contractor while traveling at the request of the State, up to the allowable rates established below (meal receipts are not required.) A contractor will not be reimbursed for the first quarter if travel began after 7:00 a.m. In order to claim expenses for the second and third quarters, the contractor 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. No meals are reimbursed if total travel status is less than 4 hours. Meals in the city of residence/employment and meals provided by a conference are not reimbursable.

Per Diem for travel within North Dakota	Per Diem for travel outside of North Dakota
<p>The maximum meal allowance for each quarter:</p> <p>\$ 9.00 1st Qtr, 6:00 am to 12:00 pm \$14.00 2nd Qtr, 12:00 pm to 6:00 pm \$22.00 3rd Qtr, 6:00 pm to 12:00 am \$45.00 Maximum per day reimbursement for meals</p>	<p>Out-of-state meals are reimbursed at the following percentages based on the federal GSA rate for the trip destination. http://www.gsa.gov/portal/category/100120.</p> <p>20% 1st Qtr, 6:00 am to 12:00 pm 30% 2nd Qtr, 12:00 pm to 6:00 pm 50% 3rd Qtr, 6:00 pm to 12:00 am</p>

Lodging:

Copies of itemized lodging receipts are required. State will not reimburse incidental expenses (e.g. movies, phone, etc), however, applicable taxes are reimbursed. Travelers need to exercise diligence in securing hotel rooms at the best possible rate.

In-State Lodging	Out-of-State Lodging
<p>Maximum of ninety percent of the GSA rate for lodging in North Dakota plus applicable state and local taxes. As of October 1, 2023, the GSA rate for lodging in ND will be \$107; therefore the maximum amount that can be claimed is \$96.30 plus applicable taxes (\$107 x 90% = \$96.30). The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time. The state purchasing card should be used for all lodging costs whenever possible. By using the p-card, state lodging expenses should be tax exempt from ND tax.</p>	<p>Lodging costs are reimbursed at actual costs.</p>

Transportation:

- ❖ In-state mileage for personal car use is reimbursed at \$.67 per mile.
- ❖ Reimbursements for airline ticket or other travel must be specified in the contract. Contractor will be reimbursed for coach class tickets and must exercise diligence in securing the best possible rates. Receipts showing flight itinerary are required.
- ❖ Luggage fee will be reimbursed only for the first piece of checked luggage unless specified in the contract.
- ❖ **Car rental is not an allowable expense.**

Misc:

- ❖ All allowable travel expenses (other than meal per diem) greater than \$10 must be documented with itemized receipts (luggage, taxi etc.)
- ❖ Parking fees at a motel/hotel or an airport require a receipt and will only be reimbursed for overnight travel.
- ❖ Contractors are requested to submit reimbursement claims within 30 days of travel. Due to year-end accounting requirements, June travel expenses must be submitted to NDDPI no later than July 14th of any year.
- ❖ Contractors submit reimbursement claims on State form # SFN 9007; include dates of travel and, if claiming per diem, include time of departure from home (office) and time of return to home (office).