



# NON-EMPLOYEE TRAVEL REIMBURSEMENT CLAIM

STATE OF NORTH DAKOTA  
SFN 10230 (1-2021)

**TYPE OR PRINT**

• = Attach Receipt(s)

Name				Date Submitted	
Address			City		State    ZIP Code
Name of Board or Commission				Meeting/Seminar Date(s)	
<b>TRAVEL TIME</b>	Date of Departure From Home	Time of Departure From Home	Date of Return Home		Time of Return Home

**INSTRUCTIONS**

Enter amount of expenses that you incurred in block to the right. Do not include automobile mileage unless you drove your own vehicle. Reimbursement is 56¢ per mile in North Dakota, 56¢ per mile to a geographic point 300 miles each way from the borders of the state, and 18¢ per mile for the remaining distance.

Receipts must be attached to this form for all costs indicated by "•". Actual receipts are required; copies of credit card slips are not acceptable.

Lodging for in-state is reimbursed at actual cost up to 90% of GSA rate/day plus additional state and local taxes applicable to the GSA rate; out-of-state is actual cost.

"Other" costs must be explained and receipt(s) attached.

Commercial Transportation Expense	•	
Taxi Fare (Receipt If Over \$10.00)	•	
Registration Fee (If Paid By You)	•	
Lodging	•	
Other - Explain:	•	
Automobile Mileage (Round Trip)		
Automobile Mileage (Out-of-State)		

Were meals included in registration fee? <input type="checkbox"/> No <input type="checkbox"/> Yes - Which?	Number of Breakfasts	Number of Lunches	Number of Dinners
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Explanation of Travel and Other Costs

ATTACH COPY OF MEETING ANNOUNCEMENT

Signature

**BOTTOM SECTION FOR USE BY PROCESSING AGENCY ONLY**

MEALS	IN NORTH DAKOTA				OUTSIDE NORTH DAKOTA				TOTALS
	BREAKFAST \$7.00	LUNCH \$10.50	DINNER \$17.50	SUB TOTAL	BREAKFAST * 20%	LUNCH * 30%	DINNER * 50%	SUB TOTAL	
Number of Meals									
No. X Rate = Cost									
LODGING	ACTUAL COST UP TO 90% GSA RATE/DAY PLUS STATE AND LOCAL TAXES				ACTUAL COST/DAY				Meals
	Rate X Days =				Rate X Days =				
MILEAGE	Miles @ 56¢ =				Miles @ 56¢ =		Miles @ 18¢ =		Mileage
	* Percentage of GSA Rate. Continental U.S. = Applicable GSA Rate. Canada, Alaska, Hawaii = Applicable rate for federal employees. All other International Travel = Applicable rate for federal employees.				Commercial Transportation				
Business Unit				Department		Account		Registration Fee	
Agency Approval (Authorized Signature)				Date Approved				Other	
								<b>TOTAL CLAIM</b>	