

CHECKLIST FOR EXPENSE REIMBURSEMENTS

(LPA Staff & RCs ONLY)

Expenses are to be submitted 45 days from the date of the expense.

NDOR will only reimburse your local public agency (*unless prior approval has been obtained from NDOR Local Projects Division Quality Management Section*). Request reimbursement for personal expenses from your LPA and then submit the NDOR expense reimbursement form with all receipts payable to your LPA.

Put the name of your LPA in the “Name” section. Indicate the exact payee (i.e., Treasurer’s Office, County Highway Dept., etc.) The individual’s name and job title should be included in the “Title” section.

MEALS:

- Original, detailed receipts are required for expenses of \$5 or more.
- Submit actual costs inclusive of tips. Tips must be noted and will not exceed 20%
- Alcoholic beverages are NOT reimbursable.
- To claim breakfast, must leave at or before 6:30 a.m. To claim the evening meal, must return after 7:00 p.m.
- Lunch is not eligible for reimbursement for one day travel.
- Reimbursements for meals will not exceed Federal per diem guidelines.

LODGING:

- Participants are responsible for making their own lodging arrangements and submitting an expense reimbursement for the cost.
- ***Please note—Do NOT*** charge room service or other misc. charges to the room.
- If travel is <60 miles from Headquarter city, lodging is not an allowable expense (*unless prior approval has been obtained from NDOR Local Projects Division Quality Management Section.*)

MILEAGE/TRANSPORTATION:

As of 04/01/13, mileage will no longer be a reimbursable expense.

SIGN THE EXPENSE REIMBURSEMENT FORM BEFORE SUBMITTING!