

ATTACHMENT 1 TO POLICY NO. LEG FIN 1_07_01

Employee Travel Guidance

This is a guide to assist staff with understanding state-paid travel and ensuring compliance with State policies and procedures. The guide is not a replacement for employees knowing and complying with official State of Montana travel policies and forms located on [State of Montana Employee Travel](#) page it simply highlights general criteria. If there are additional questions, please email legfinservices@legmt.gov for assistance.

1. NOTABLE PROCESS CHANGES

- 1.1. The monthly procurement card expenditure reporting and the employee travel reimbursement processes are required to be two separate processes, i.e. the employee travel reimbursement form may no longer act as the employee's monthly procard log.
- 1.2. All required and applicable justification forms referenced in this policy must be attached to not only the procard log for the month in which the expenditure occurred, but also to the employee travel reimbursement request.
- 1.3. Unless otherwise noted in this document, if the employee has submitted receipts with the monthly procard log, they are no longer required to submit receipts with the employee travel reimbursement form. NOTE: there are exceptions, and there are instances where receipts will be required for both.
- 1.4. For your convenience, there is a "[TRAVEL EXPENSE VOUCHER CHECKLIST](#)" at the very end of this document. It's recommended employees begin there when filling out the travel voucher.

2. STATE-ISSUED PROCARDS

- 2.1. Prior to travel, verify that your Procard is not expired.
- 2.2. If you need a Procard or an increase in limit, please work with the Financial Office.
- 2.3. Except for instances described in [Section 9](#) entitled "*Reimbursements from 3rd Party Entities*," the following must be purchased with your Procard:
 - 2.3.1. Airfare (please try to secure fully refundable tickets)
 - 2.3.2. Lodging
 - 2.3.3. Registrations
 - 2.3.4. Transportation (car rental, taxi, Uber, etc.)
- 2.4. The following must not be purchased with your Procard:
 - 2.4.1. Entertainment
 - 2.4.2. Alcohol
 - 2.4.3. Meal tips/gratuities (Uber, Lyft, taxi tips okay within reason)
- 2.5. The following cost may be purchased with your Procard, but are discouraged, and must have prior supervisor approval (cardholder will include notes on travel reimbursement voucher):
 - 2.5.1. Meals
 - 2.5.1.1. If you do, you must submit itemized receipts for each meal.
 - 2.5.1.2. Credit card machine printouts are not accepted.

3. IN-STATE TRAVEL

- 3.1. Approval: Supervisor Approval is required.
- 3.2. 3rd Party Reservations Prohibited: Book directly with airlines and hotels. Do not use 3rd party travel sites like Expedia, Travelocity, Priceline, etc.
- 3.3. Lodging: Every effort must be made to book with hotels that honor the approved [the Federal GSA rate](#).
 - 3.3.1. If your lodging goes over the allowed rate for your location, you must fill out, and submit with your travel voucher, a [Request for Reimbursement of Lodging at Actual Cost](#) form. You, your supervisor, and the appropriate approval authority per policy no LEG FIN 1_11_01, must sign the form.
 - 3.3.2. It's the employee's responsibility to find the most economical and safe lodging arrangements.
 - 3.3.2.1. Could include AirBnB or other accommodations outside of a traditional hotel.
 - 3.3.3. AirBnB, VRBO, etc. the requirement to be under the allowed rate is the same calculated as follows:

- 3.3.3.1. Nightly Rate minus taxes NOTE: this includes cleaning fees, admin fees, all fees that aren't taxes divided by the number of nights.
- 3.3.4. Procard must be used if a credit card is required for lodging reservation (Excluding Section 9).
- 3.4. Meals: While in-state travel does allow for lodging adjustments from the standard rate, it does NOT for meals (no receipt required, unless meals were charged on Procard) [2-18-501\(1\), MCA](#). Check the [State Employee Travel Information](#) for most recent allowable amounts.
- 3.5. Rental Vehicle: The State of Montana has exclusive term contracts (**meaning that you must use these contracts when renting a car for State business**) with Nationwide, Enterprise, and Hertz which allow for a greatly reduced rates (including insurance). Please email legfinservices@legmt.gov for assistance when a rental car is needed.
- 3.6. Traveling by Car: Employees must use a motor pool car whenever possible.
 - 3.6.1. Motor Pool tickets must be submitted to the Financial Office to ensure the proper budget is charged.
 - 3.6.1.1. Use the [Motor Pool](#) link to reserve a vehicle.
 - 3.6.1.2. If motor pool vehicles are not available, the employee has the option to use their personal vehicle or vehicles from a private rental agency contract. Employees who wish to use their personal vehicle for official business travel should be familiar with the requirements in the Mileage Reimbursement Rates policy available on the [State of Montana Employee Travel](#) page.
 - 3.6.2. If you are using your personal vehicle for your travel include a quote for a sample flight, and the state may pay up to the cheapest mode of transportation, with proper Director approval.
 - 3.6.3. The [Personal Vehicle Use Authorization Form](#) must be filled out and signed by both the employee and the supervisor.

4. OUT-OF-STATE TRAVEL

- 4.1. Approval: Any Out-of-State travel must be pre-approved prior to any purchases using the form: [Out of State Travel Request Justification](#)
 - 4.1.1. Unless a deposit is required, reserving lodging should not result in an expenditure, as the card is only used to hold your reservation. It's suggested to reserve lodging as soon as you know you're going to travel, and that the lodging rates are accurate on this form.
 - 4.1.2. NOTE: Please save your out of state travel request justification as you will need to submit it as a backup for Procard logs associated with the travel and with submission of your travel voucher. Do not send this to the Financial Office separately, as it's difficult to keep track of separate from your claim.
- 4.2. 3rd Party Reservations Prohibited: See Section [3.2](#) of this document
- 4.3. Lodging: Refer to Section [3.3](#) of this document.
- 4.4. Meals: Meal reimbursement may not exceed the prescribed maximum standard federal rate per meal (no receipt required unless meals were charged on Procard) [2-18-501\(3\), MCA](#). Check the [State Employee Travel Information](#) for most recent allowable amounts.
- 4.5. Rental Vehicle: Refer to Section [3.5](#) of this document.
- 4.6. Traveling by Car: Refer to Section [3.6](#) of this document.
- 4.7. When traveling includes personal days:
 - 4.7.1. State will pay up to the amount for working days only. Include a quote for travel without personal days.
 - 4.7.2. For airfare include screen shots for flights cost without personal days.
 - 4.7.3. If you are traveling multi-city include comparison flight for working days only.

5. FOREIGN TRAVEL (this is the only travel that must be brought to financial office prior to any expenditures)

- 5.1. Approval: Any foreign travel (including Canada) must be *pre-approved by your division director prior to any purchases*. There are special considerations for foreign travel, and all requests must be brought to the Financial Office for help with calculating costs for meals, lodging, exchange rates, and mandatory reporting to Risk Management and Tort Defense Division for insurance purposes prior to making any travel plans. The Financial

Office will help you fill out the required form that you will then take to your director: [Foreign Travel Request Justification](#)

- 5.1.1. NOTE: Please submit the foreign travel request justification form with submission of your travel voucher. Do not send this to the Financial Office separately, as it's difficult to keep track of separate from your claim.

6. MEALS REIMBURSEMENT REQUIREMENTS

- 6.1. Staff must be in a travel status of 3 hours during the time range to qualify for the meal reimbursement. For example, to qualify for breakfast you must have a start time of 6:59 a.m. or earlier to meet the 3-hour requirement. [2-15-502, MCA](#)
- 6.1.1. Meal reimbursement travel status times:
- | | |
|--------------|-----------------|
| Morning Meal | 12:01am-10:00am |
| Midday Meal | 10:01am-3:00pm |
| Evening Meal | 3:01pm-midnight |

7. PROCARD LOGS INCLUDING CHARGES ASSOCIATED WITH TRAVEL

- 7.1. Travel expenses charged to your Procard must be submitted on the regular Procard cycle using the [Transaction Log](#).
- 7.2. Detailed receipts associated with out of state travel AND out of state travel justification form must be attached with the Procard log.
- 7.3. NOTE: You could potentially have more than one log as expenses could occur in different billing cycles.
- 7.3.1. For each Procard log that has travel charges, employee must submit all justification forms – this means, you could be submitting it several times.

8. TRAVEL REIMBURSEMENT VOUCHERS

- 8.1. Employees must use a [Travel Expense Voucher Form](#) to itemize allowable expenses, and the form must be submitted within 3 months of completion of their travel.
- 8.1.1. Submitting the travel claim as quickly as possible after travel is important for expenditure recognition and prompt reimbursement of any personal staff expenses.
- 8.2. Employees must submit only one trip per form (i.e. each trip will have a separate form)
- 8.3. All pertinent boxes of the travel voucher must be filled out including expenses that have been paid with your or someone else's Procard - transportation cost, registration, lodging, misc. expenses and meals. When the travel expense report is complete, one should be able to see how much the actual travel cost.
- 8.4. Ensure meals and lodging are entered correctly. In-state travel allows for lodging exceptions for high-cost cities (but not meals). Out-of-state travel may allow for lodging exceptions (but not meals). Please include any documentation showing the adjusted rates (GSA print out).
- 8.5. Ensure that a copy of out of state travel justification form is included in the backup documentation.
- 8.6. Your travel voucher must be signed by both you and your supervisor prior to reimbursement.
- 8.7. Because itemized receipts must be included with your Procard log, **you do not need to resubmit some receipts with your travel expense reimbursement voucher.**
- 8.7.1. Itemized receipts that will need to be submitted with both a Procard Log and your Travel Expense Voucher:
- 8.7.1.1. Meals purchased on Procard; *Credit card statements, bank statements, or credit card machine printouts are not acceptable.*
- 8.7.2. In case of a lost or otherwise unavailable receipt, and all measures to obtain a copy have been exhausted, you must fill out a [Procurement Card Missing Receipt](#) form, approved by your supervisor. NOTE: Missing Receipt form should be used on rare occasions and may not be used on a routine basis. Excessive use of a Missing Receipt form may revoke the privilege of providing a form in lieu of a receipt.
- 8.8. Expense report will not be processed without proper backup documentation.

- 8.9. Allowable travel dates are only for the day before and the day after of the conference/meeting dates. While personal days are allowed, they cannot be paid for by the State.
- 8.10. If you need assistance in filling out the travel voucher, please reach out to staff in the Financial Office. This reduces follow up and ensures that you will be reimbursed as quickly and efficiently as possible.

9. REIMBURSEMENTS FROM 3rd PARTY ENTITIES

- 9.1. An outside party may reimburse an employee or their agency for travel incurred on behalf of the third party. See State of Montana travel policy located on the [State of Montana Employee Travel](#) page.
- 9.2. In these instances, employees are encouraged to purchase travel, lodging, etc. up to the known reimbursement amount.
 - 9.2.1. 3rd party entity will make the check out to the employee directly
- 9.3. If it's agreed that 3rd party will reimburse the State, employee must purchase lodging, airfare, and all "other" expenses on the Procard.
 - 9.3.1. 3rd party will make checks out to "State of Montana."
 - 9.3.1.1. This will not offset expenditures per MOM 318 Miscellaneous Expenditure Topics
 - 9.3.1.2. Check goes directly back to the General Fund

10. TRAVEL EXPENSE VOUCHER

- 10.1. [Travel Expense Voucher Form](#)— located: [State of Montana Employee Travel](#) page.
- 10.2. Follow instructions on the 2nd page of the Travel Expense Voucher Form to properly fill out form.
- 10.3. Refer to [Attachment 2 entitled, "Employee Travel Voucher Example \(xlsx\)."](#)

TRAVEL EXPENSE VOUCHER CHECKLIST

- ☐ [Travel Expense Voucher Form](#) is filled out completely and approved by supervisor.
 - NOTE: All trip-related charges must be included on this form. It doesn't matter when expenses occurred or how they were paid. The point of this form is to document what the entire trip cost the state.
 - This includes (but is not limited to):
 - Registrations
 - Lodging
 - Baggage/Parking/Transportation Fees
 - Airfare
 - Meals
- ☐ Name, Date, Work Address, and Employee number (found on your access badge) filled in completely.
- ☐ All meals provided listed in Row 10
- ☐ Purpose of travel filled out with:
 - ☐ Where
 - ☐ Why (be as detailed as possible)
- ☐ Each travel-status day on separate line
 - ☐ Each day lodging on correct day
 - ☐ Each day meals on correct day
 - ☐ Each "Other" expense on correct day
- ☐ Depart time noted on only first day of travel
- ☐ Arrive time noted on only last day of travel
- ☐ All transportation costs (airfare, mileage) listed and calculated correctly
- ☐ Lodging rate per day (include total)
 - ☐ Daily rate (minus taxes) found: [GSA Per Diem Rates](#)
If not, see "Required documents included" below
- ☐ Meal rates correct (in vs. out-of-state) – see [State Employee Travel Information](#) for rates
NOTE: if out of state travel, use all out-of-state rates (even if you were in-state for part of the day)
- ☐ "Other" expenses detailed in "Other Exp Description"
- ☐ All Procard charges listed separately (as appears on your statement) in Rows 49-57
- ☐ Required documents included:
 - ☐ Itemized receipts for meals purchased on Procard (required for all claims if meals were purchased on Procard and approved prior to travel by your supervisor)
 - ☐ Itemized receipts for other expenditures not paid for on Procard (required for all claims)
 - ☐ [Procurement Card Missing Receipt](#)
 - ☐ [Request for Reimbursement of Lodging at Actual Cost](#) (required if lodging goes over allowed rate as described in Sections 3 & 4 of this document)
 - ☐ [Out of State Travel Request Justification](#) (if applicable)
 - ☐ [Foreign Travel Request Justification](#) (if applicable)
 - ☐ [Personal Vehicle Use Authorization Form](#) (if applicable)
 - ☐ Motor Pool ticket (if applicable)
- ☐ Prior to submitting to Financial Office, ensure that all documents are:
 - ☐ Combined into one readable pdf file
 - ☐ File name: "LAST NAME ONLY"
 - ☐ Approved by supervisor. *Email approval is acceptable*
- ☐ Submit all to legfinservices@legmt.gov with the subject line:
 - ☐ "LASTNAME_TRAVEL_EXP_VOUCHER."