



STATE OF MONTANA LEGISLATIVE BRANCH POLICY DIRECTIVE

Policy No. LEG FIN 1_07_01	Subject: EMPLOYEE TRAVEL
Chapter: 1 FINANCIAL OFFICE	Pages: 2
Section: 7 EMPLOYEE TRAVEL	Effective Date: July 1, 2025
Signature:	Revised:

1. POLICY

- 1.1. The Legislative Branch, in conjunction with the Legislative Administrative Manual, has adopted the guidelines established in the Montana Operations Manual (MOM), "Employee Travel."

2. APPLICABILITY

- 2.1. All Legislative Branch divisions. Elected officials and Legislative public members are exempt from this policy as travel for these is governed by [Title 5, chapter 2, part 3, MCA](#).

3. DEFINITIONS

- 3.1. Legislative Branch division – refers to employees of:
- 3.1.1. Legislative Audit Division
 - 3.1.2. Legislative Fiscal Division
 - 3.1.3. Legislative Services Division
 - 3.1.4. House of Representatives (not including elected officials)
 - 3.1.5. Senate (not including elected officials)

4. BRANCH DIRECTIVES FOR EMPLOYEES

- 4.1. General Requirements
- 4.1.1. Employees who are authorized to travel will review the travel section in the Montana Operations Manual (MOM) upon hire and at such times as changes are promulgated by the Department of Administration ([State of Montana Employee Travel](#) page).
 - 4.1.2. Employees must submit travel expense vouchers for reimbursement of travel expenses. Travel Expense Vouchers must be completed electronically, all documents combined into one pdf file, and submitted to legfinservices@legmt.gov in accordance with the timelines established in the MOM (within 3 months of incurring travel).
 - 4.1.3. Employees must fill out all applicable travel pre-approval documents approved by their supervisor before any expenses related to that travel are incurred. Examples could include:
 - 4.1.3.1. Registration fees
 - 4.1.3.2. Airfare
 - 4.1.3.3. Accommodations/Lodging
 - 4.1.4. It is the responsibility of the employee to retain a copy of each expense voucher and attached receipts for the employee's own records.
 - 4.1.5. All receipts and supporting documentation must be submitted to the legfinservices@legmt.gov using the following:
 - 4.1.5.1. Combine all receipts and documents into one pdf file.
 - 4.1.5.2. Name file, "LASTNAME_TRAVEL_EXP_VOUCHER."

5. DUTIES AND RESPONSIBILITIES OF THE LEGISLATIVE FINANCIAL OFFICE

5.1. The Legislative Financial Office shall:

- 5.1.1. Notify all divisions of changes in employee travel procedures and will modify this policy as needed;
- 5.1.2. Verify all forms and documentation are submitted;
- 5.1.3. Ensure that submitted forms comply with Section [4.1.5](#) of this document;
 - 5.1.3.1. If it's deemed that submissions are non-compliant, the form will be returned to the employee to correct;
- 5.1.4. Ensure that forms are approved by supervisor or authorized approval authority;
 - 5.1.4.1. Correct coding is being used for the purchase;
 - 5.1.4.2. Authorized by law;
 - 5.1.4.3. Within budget authority of the Legislative office, division, or entity, submitting the forms;
 - 5.1.4.4. Consistent with Legislative Branch policies.

6. CLOSING

- 6.1. Questions concerning this policy should be directed to the Legislative Financial Office by sending an email to legfinservices@legmt.gov.

7. REFERENCES

- 7.1. 2-15-112, MCA; 53-1-203, MCA
- 7.2. Montana Operations Manual, Employee Travel
- 7.3. [State of Montana Employee Travel](#) page

8. ATTACHMENTS

- 8.1. Attachment 1 – "[Employee Travel Guidance](#)"
- 8.2. Attachment 2 – "[Employee Travel Voucher Example](#)" (will download as an Excel document)