

STATEMENT OF EXPENSE for NON-LEGISLATOR COMMITTEE MEMBERS**(not compensated per 5-2-302, MCA)****Only spaces completed will be reimbursed.**

Committee Name: _____

Meeting Date(s): _____

Meeting Location: _____

SALARY:Enter number of days of **SALARY** claimed*: _____

*if applicable

EXPENSES:**MEALS (number of meals claimed)**

Breakfast _____

Lunch _____

Dinner _____

LODGING

Enter number of nights claimed _____

Lodging reimbursed at accepted rate for location per the [US GSA rates](#). Reimbursement for room and taxes only.

Itemized receipt required. Credit card or bank statements not accepted.

**If your lodging rate exceeds the accepted GSA rate, you must fill out and submit the "[Request for Lodging Reimbursement at Actual Cost](#)" form.*_____
_____**MILEAGE**

Enter total number of round-trip miles _____

_____**AIR TRANSPORTATION**

Commercial flight requires an itemized receipt. Credit card or bank statements not accepted.

_____Private flight reimbursed at [2-18-503, \(4\), MCA](#)._____
_____**I CERTIFY THAT I AM ENTITLED TO REIMBURSEMENT FOR THE EXPENSES CLAIMED ON THIS FORM**_____
Print Name

Attendance verified by LSD Staff

Signature_____
Date of Verification_____
Address

TIMELY SUBMISSION OF CLAIMS: Under state travel policy, requests for reimbursement of travel costs must be submitted within 3-months of incurring the expense or you waive the right to reimbursement.

The State of Montana travel policy can be found: <https://doa.mt.gov/employee-travel>.

Summary of Statutes Governing Travel Reimbursement:

[2-18-501, MCA](#)

Governs meals, lodging and transportation costs.

Establishes limits and authorizes reimbursement subject to proper documentation.

[2-18-502, MCA](#)

Governs computation of meal allowance.

Must be in travel status to claim meals.

[2-18-503, MCA](#)

Governs the mileage allowance.

Reimbursement is based on the current mileage rate, as allowed by the [IRS](#).

Private plane travel mileage is only for the nautical air miles.

The statutes discussed above authorize the Department of Administration to adopt rules governing travel expenses.

Legislative Council Guidelines for Evaluating Requests for Reimbursement Requests

The following guidelines are used to evaluate requests for reimbursement.

1. Only non-legislator members whose round-trip mileage exceeds 100 from the meeting location is entitled to lodging reimbursement.
2. Lodging and meals are calculated for non-legislator members who are required to leave home earlier than 6:30 a.m. or arrive home later than 6:30 p.m. to attend the meeting.
 - a. Average travel speed of 50 miles an hour is used.
 - b. One-half hour before or after a meeting is included.
3. Inclement weather may allow for additional reimbursements under certain circumstances. Please contact the Legislative Financial Office at legfinservices@legmt.gov for assistance.

Information submitted on this form may be subject to public disclosure under the [Right to Know](#) provision of the Montana Constitution and [Title 2, Chapter 6, part 10, MCA](#).