

Travel Policies and Procedures Overview

(See link to the State of Montana Travel policy for complete details.)

1. Travel Requisitions (request to travel) are to be filled out and approved PRIOR to traveling or requesting purchase orders for travel expenses (airfare, hotels, conference registrations, etc.). Please inform the Business Office if you do not use the travel requisition.

2. Travel Expense Vouchers (request for reimbursement of travel expenses) are to be filled out, approved and turned into the Business Office no later than 60 days after the trip or by June 30, whichever comes first.

***You must allow a **minimum** of 10 days once the Business Office receives the request for reimbursement of travel expenses (Travel Expense Voucher). These checks come from Helena. No local checks will be written!!*

3. All travel forms must include the following:

- a. Banner ID#
- b. Index number to be charged
- c. Supervisor's signature
- d. Dates of the trip – attach itinerary if needed
- e. Destination
- f. Mode of transportation

4. All faculty travel requisitions must be signed by the Department Dean.

Travel Advances:

Any employee may receive a travel advance prior to traveling. However, the following guidelines will be strictly enforced.

⇒ An approved travel requisition must be on file in the Business Office

⇒ The request must be submitted 10 business days prior to traveling to allow time for the advance to be processed from Helena. No local checks will be written.

⇒ Failure to file a travel expense voucher **within 30 days** of the travel date will result in the advanced amount being withheld from the travelers paycheck.

Questions or comments regarding these policies and procedures can be directed to the Business Office at extension 3733.

MSU - NORTHERN
TRAVEL PROCEDURES

Travel Request Forms must be prepared and submitted in time to obtain your supervisor's approval signature **before** you travel.

Vehicle Travel

- University Vehicle
 - Most cost effective means of travel
 - \$20 per day + fuel with state fuel card
 - Request from Bruce Mansfield bmansfield@msun.edu
 - cc: Lorraine Johnson ljohnson@msun.edu
- Personal Vehicle
 - University vehicle IS available
 - Check out fuel card from Business Services AND receive \$20 per day
 - OR
 - Claim lower rate per mile
 - University vehicle IS NOT available
 - Attach email from Bruce stating that no car is available to your Travel Request
 - Rent a vehicle – rental information on MSUN Business Services website
 - OR
 - Use your own vehicle and receive reimbursement according to current state rate
 - OR
 - Check out fuel card from Business Services AND receive \$20 per day
 - OR
 - Claim lower rate per mile

Travel Expense Vouchers must be signed by your supervisor, and are to be turned in once each month.

Montana Vehicle Use form must be completed by every employee each year
<http://www.msun.edu/admin/busserv/travel/MontanaVehicleUsePolicyForm.pdf>

Employee Fuel Card Agreement must be completed for all employees using a state vehicle or checking out a fuel card from Business Services.
<http://www.msun.edu/admin/busserv/travel/FuelCardUseAgreement.pdf>

Meals:		In-State	Out/State
Breakfast:	must leave before 7:00am	\$5	\$7
Lunch:	must leave before 12:00pm Or return after 1:00pm	\$6	\$11
Dinner:	must leave before 6:00pm or return after 6:00pm	\$12	\$23

Meals are reported as taxable income if you do not stay overnight. Also, per diem meals cannot be claimed if provided for in the registration cost of a conference or in the cost of a meeting.

Lodging:

In and Out-of-State (exceptions for “high cost” cities)	\$77 + tax	\$77 +ax
No Receipt	\$12	\$12