## INSTRUCTIONS FOR TRAVEL EXPENSE VOUCHER

NOTE: If the least-cost method of travel is not used, you MUST attach justification.

1)	Employee Number	As on your University ID.
2)	Address	Required for employee and non-employee travel.
3)	Month/Year	Month and year of travel.
4)	Department	Department where the employee/non-employee works.
5)	Index	Input the org if it is different than the department's default org.
6)	Meals Provided	List any meals included in the training/meetings.
7)	Purpose	Explain reason for the travel: where and why.
8)	Dates	Dates of the travel/expense.
9)	Departure time	Time of departure from home or the office, not airport departure time.
10)	Arrival Time	Time of arrival at final destination (e.g., hotel or office, not airport arrival time).
11)	Description/Destination	Destination or a description of the charge listed.
12)	Mode of Travel	Method of travel. Examples:
		CA - Commercial Airplane
		PA - Personal Aircraft
		PC - Personal Car (not a motor pool or rental car)
		SA - State Aircraft
		SC - State Car (car, truck, mini van, etc.)
13)	Miles	For travel in a personal car use the state mileage chart. Aircraft, list the total miles traveled (nearest tenth of a mile).
14)	Rate	Rate received per mile or the cost of the commercial transportation (see travel regulations for current rates, web page link above).
15)	Lodging	Amount paid for lodging including tax (movies, phone charges, room service excluded).
16)	Meals	Amount of per diem entitled to (not the actual cost); meals provided are not allowable.
17)	Other Expense	Allowable expenses that are not listed anywhere else. A receipt must must be attached.
19) 20)	Travel Advance Itemization of State CreditCard/Warrant	List amount of advance received. List all charges on state credit card or warrant (e.g., registration, lodging, rental
	Chgs	car, airline, etc.). For items charged on a state credit card or paid by a warrant, the receipt/invoice should be kept with the credit card/invoice claim.

Example: Travel to Boston on 3/15/05 for training. \$100 travel advance was received. Travel costs were: airline ticket for \$695 paid by state credit card on 1/15/05 shuttle cost of \$10 each way (3/15/05, 3/18/05) out of pocket lodging (including taxes) of \$110 per night (3/15/05, 3/16/05, 3/17/05) paid by state credit card on 3/17/05 car rental of \$150 paid by state credit card on 3/18/05 per diem meals \$180.50 (3/15-18/2019) out of pocket

					TR		L EXP								
						ST	ATE O	F	MON.	TAN <i>A</i>		mployee Tra			
	Employee														
Name Date	John Q Employee						Name Date								
Address							Address	2)							
Month/Yr					artment of Administration		Index	5)							
						,,, <u>4</u>	IIIuux	رس							
List meals			Lunch 3/												
Purpose	Travel to	Bosto	on for conf	erenc	e 3/15/05 through 3/18	3/05.	7)								
8)	9)		10)		11)				13)	14)		15)	16)	<b>17</b> )	
٠,	Depart	am	Arrive	am	· · · · · · · · · · · · · · · · · · ·		Mode of		,	,		,	Meals	Other	
Dates	Time	pm	Time	pm	Description/Desti	nation	Travel		Miles	Rate	Subtotal	Lodging	Per Diem	Expense	Total
							12)								
3/15/05	5:45	am	8:00	pm	Helena to Boston		CA						44.50	10.00	54.50
3/16/05	i				Per diem								36.00		36.00
3/17/05					Per diem								50.00		50.00
3/18/05	4:00	pm	11:00	pm	Boston to Helena		CA						50.00	45.00	95.00
								<u> </u>							
								Γotal	Travel E	xpenses		-	180.50	55.00	235.50
										19)			el Advance	100.00	
												Due to Er	nployee/Noi -		135.50
													L	oue to State	-
Other Exp	,				\$35 (3/18/19) shuttle o	cost of \$10	0 each way	(3/1	5/05, 3/18	3/05)					
Date	II OI State	State Credit Card and Warrant (W) Charges 20 Item Pcard Name			Amt	I	Date		Item	Pcard Name		Amt			
	O Dt-l		item		r cara Name	+							695.00		
	Car Rental						150.00 330.00	1/15/05		Airline Ticket		Smith		095.00	
3/17/05	Louging						330.00								
	1									-					
	1									-					1,175.0
	1						I			1					.,.70.00
		Empl	ovee/Non	-Empl	loyee Signature & Date			<u> </u>			Sun	ervisor Signat	ure & Date		
I herby certif	fy this is a				State of Montana in accord	ance with	all Statutes	I app	rove, and	certify this				a in accordance	e with all Statutes
and Adminis	trative Rul	es and	Procedure	s.				and A	Administra	tive Rules	and Procedure	S.			