Travel Guidelines and Procedures:

OVERVIEW

All laws governing travel are created by The Legislature. The Montana Department of Administration prescribes regulations and managerial controls used to comply with the laws however, enforcement rests with Montana Tech.

MAJOR CHANGES

- All Airline Tickets must be purchased with a Procard
- Conference registration should be paid with either a Procard or by Banner Direct Pay method.
- The Travel Expense Forms is required to be completed and forwarded to Accounts Payable within 30 working days after the conclusion of the trip. Travel Expense Forms that are not turned in by the end of the current fiscal year will not be reimbursed.
- Miscellaneous items must be itemized with associated dollars.
- In-State Lodging Reimbursement effective October 1, 2007 has increased to $83 plus tax per day year round.
- The Request and Authorization to Travel is required, the new standardized form is on the Accounts Payable web site: http://www.mtech.edu/administration/acctspay/
- Checks can be issued for meal per diem payments. Employee’s checks will be mailed to their home, students checks will be mailed to the requesting department. The Request for Authorization to Travel report must be received by the travel desk by 12:00 (Noon) 6 days prior to your trip to allow for the check to reach you before you leave.

OPERATING PRINCIPLES

The three references with information regarding state employees’ travel are:

- Montana Codes Annotated (MCA)
- Administrative Rules of Montana (ARM)
- Montana Operations Manual (MOM)

Employee travel is authorized when the travel is related to University business and is approved by the appropriate Executive Office, Dean, Director, or Department Chair. Employees will
travel in the most efficient and cost effective manner possible which still allows for the purpose of the trip to be accomplished.

- The number of personnel attending a given function requiring travel will be held to the absolute minimum.
- Transportation should be the most economical in terms of direct cost to Montana Tech and the employee’s time away from the office. All commercial air travel will be by the least expensive service available. Trips should be scheduled to avoid unnecessary backtracking and overlapping. **All airline costs must be paid using the travelers or the traveler’s department Procard.**
- Employees using automobiles in an approved travel status (motor pool, rental or personal) will obey all posted speed limits and traffic laws and will make every effort to maximize the benefits to Montana Tech.
- “Hotel Room and Applicable Taxes Only” costs may be paid by using the Procard.
- If the application includes lodging that is higher than government rates the “Request for Reimbursement of Actual Lodging Costs” **MUST** be completed and attached to the Request and Authorization to Travel form.

Montana Tech has standard methods of payment for these expenses.

A. Travel Reimbursement
B. Meal Per Diem
C. Procard

- All of these methods require a travel expense forms to be submitted within 30 working days of the conclusion of the trip. Travel Expense Forms that are not turned in by the end of the current fiscal year will not be reimbursed.

Questions concerning travel should be directed to the Accounts Payable Office (4376). The Accounts Payable office is located in the Mining Geology Building Room 303 (MG 303).

**GETTING READY TO TRAVEL**

Complete the “Request and Authorization to Travel” form.

Every Montana Tech traveler must complete a Request and Authorization to Travel form located on the Accounts Payable Web Site at http://www.mtech.edu/administration/acctspay/

This form is a worksheet for known travel expenses and secures authorization to travel on behalf of Montana Tech.
Conference fees should be paid using the Procard or by Banner Direct pay method. Special conference events of a personal nature, such as golf, scuba diving, or any other entertainment are non-reimbursable and must be paid by the traveler personally.

When trips are canceled that include a prepaid fee, it is the departments responsibility to apply for a timely refund. Refunds may be made directly to the Procard account number or by check. Checks should be made payable to Montana Tech of The University of Montana.

Out-of-country travel requiring a registration/lodging prepayment in foreign currency requires fifteen (15) working day advance notice. Travelers must complete an International Travel Registration Form at least 30 days prior to travel. This form can be found at http://www.umt.edu/international-programs/international-travel-registration/default.php Conference announcement information must be attached to the check request form.

AIRLINE TICKET PURCHASE

Airline tickets must be purchased with the Procard for all travelers unless it can be documented that another payment method is in the State's best interest. This applies to ticket purchases made through a travel agent, purchased directly from an airline, or purchased from an online travel source. Approval of an alternate payment method must be approved before reservations are made. Authorization can be obtained by sending written documentation of the advantage to the Accounts Payable Office.

THIRD PARTY TRAVEL

When requesting persons to travel to Montana Tech or other destinations on behalf of Montana Tech and the traveler is not a state employee, the traveler may make their own travel arrangements and be reimbursed via check after submitting a travel expense voucher with itemized receipts attached for lodging, rental cars, airline tickets, and miscellaneous expenses in excess of $25. Non-employee travelers are subject to the same in-state and out-of-state per diem rates as employees. The Procard may also be used for these expenses. Be sure to check with airlines concerning 2nd party payment on the Procard. Travel Expense Forms that are not turned in by the end of the current fiscal year will not be reimbursed.

METHODS OF PAYMENT
TRAVEL ADVANCE

Travel Advances may be obtained by UM employees in travel status only when out of pocket expenses (not including meal per diem) are anticipated to be in excess of $100.00 for a particular trip.

To request a travel advance, complete a Request and Authorization to Travel Form located on Montana Tech’s web site. This form must be completed, authorized by the traveler’s department management and forwarded to the Accounts Payable Office.

The travel advance request from the Request and Authorization to Travel form will be submitted for payment the day it is received by the Accounts Payable Office, unless the trip is scheduled for the future. If the trip is scheduled for a future date, a check will be issued 7 days prior to your departure date. A check will be sent to the traveler’s home address. Please allow 6 working days to receive the advance check. The Accounts Payable Office must receive the request by 12:00 (noon) on the 6th working day. The state requires 5 days to process and mail all warrants from Helena.

Travelers who would prefer a direct deposit payment, must complete the Direct Deposit Application located at http://www.umt.edu/business-services/files/DirectDeposit.html. The Direct Deposit Application must be mailed to Business Services 32 Campus Drive in Missoula, MT 59812.

Items that may be included in the advance calculation

1. Per Diem Lodging
2. Rental Vehicles
3. Allowable Miscellaneous Items that may be included:
   3.1. Ground Transportation Including Taxi fares, bus fares, gasoline for car rentals.
   3.2. Supplies – When needed.
   3.3. Telephone Charges – MUST pertain to University of Montana business.
   3.4. Baggage Handling.
   3.5. Laundry Service – Available after the 5th day of the trip. A receipt is required.
4. Personal vehicle anticipated mileage.

Items that may not be included in the advance calculation

1. Airline tickets or conference registration
2. Meals included in conference registration
3. Any items charged to the Procard
4. Miscellaneous items not reimbursable:
   4.1. Personal Telephone Charges
   4.2. Alcohol Charges
   4.3. Tips & Taxes – Already included in meal reimbursement allowance
A traveler may have only two (2) travel advances outstanding at any one time.

Group Travel:
When a group of 2 or more are traveling together and one traveler is designated as the prime traveler and is responsible for paying for the expenses incurred on the trip, a “Group Notification” form must be completed. The completed Group Notification form will need to be sent to the Accounts Payable Office with the Group Travel Notification Form. This form can be found at Montana Tech’s web site.

Trip Cancellation: If a trip is canceled after the travel advance is received, the advance should be returned in full to the Accounts Payable Office no more than 5 days after cancellation.

The travel expense report should be completed and submitted to the Accounts Payable Office within 30 working days after the conclusion of the trip. The travel expense report is a complete detail of all expenses related to the trip. Travel Expense Forms that are not turned in by the end of the current fiscal year will not be reimbursed.

Itemization is required for miscellaneous expenses. Receipts are required if a miscellaneous expense item is $25.00 or greater.

If money is being returned to Montana Tech, the check should be attached to the expense report, made payable to Montana Tech, and sent to the Accounts Payable Office for deposit. The Accounts Payable Office will validate the expense report. The difference between the advance amount and actual expenses will be calculated and charged to the department travel account, clearing the travel advance account.

If Montana Tech owes the traveler additional funds, a check will be issued and mailed to the traveler’s home address.

If a travel expense report is not received by the Accounts Payable Office within 30 days of the conclusion of the trip, the advance amount less meal per diem will automatically be deducted from the traveler’s paycheck.

Please note: Once the advance amount has been submitted to Payroll for deduction it cannot be stopped.
The expense report will need to be completed, approved and submitted to the Accounts Payable Office for review and payment. This process may take up to 10 days for repayment of deducted advance dollars.

MEAL PER DIEM

A meal per diem allowance may be obtained by Montana Tech employees in travel status. The Request and Authorization to Travel Form is located on the Montana Tech web site. This form must be completed, using the state meal per diem allowances, authorized by the traveler’s department management and forwarded to the Accounts Payable Office.

The meal per diem request from the Request and Authorization to Travel form will be submitted for payment the day it is received by the Accounts Payable Office. A check will be sent to the traveler’s home address. Please allow 6 working days to receive the per diem check. The Accounts Payable Office must receive the request by 12:00 (noon) the 6th working day. The state requires 5 days to process and mail all warrants. Meal per diem allowances will be expensed directly to the departments travel account. The traveler will not have to submit receipts for meal per diem allowances.

Meals are reimbursed according to the per diem rates established by the state only. Receipts are not required for in-state, out-of-state, or out-of-country foreign meal per diem reimbursement.

Meals included in conference registration fees may not be claimed in the per diem allowance.

Travel by air is considered to be out-of-state from the time of boarding a flight with a destination outside Montana or returning from outside Montana. When using other modes of transportation, the geographical location will determine meal reimbursement allowances for in state or out of state.

Departure and return time are used to compute meal reimbursements. In order to claim reimbursement for a meal, an employee must have been in travel status for at least three (3) continuous hours within one of the following time ranges:

<table>
<thead>
<tr>
<th>Time Range</th>
<th>Meal Allowed</th>
<th>In State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:01 am to 10 am</td>
<td>Morning meal</td>
<td>$ 5.00</td>
<td>$ 8.00</td>
</tr>
<tr>
<td>10:01 am to 3 pm</td>
<td>Midday meal</td>
<td>$ 6.00</td>
<td>$ 12.00</td>
</tr>
<tr>
<td>3:01 pm to midnight</td>
<td>Evening meal</td>
<td>$12.00</td>
<td>$ 26.00</td>
</tr>
</tbody>
</table>

Effective 01/01/2015
Full Daily Allowance: $ 23.00  $ 46.00

Reimbursement for day trips is determined by the travel shift. A travel shift is defined as the period of time beginning one (1) hour before an employee’s regularly assigned work shift commences and ending one (1) hour after the work shift terminates. Only one (1) meal may be claimed by an employee per day when all travel is performed solely within the confines of an assigned travel shift. Reimbursement for meals without an overnight stay is considered to be a benefit by the IRS and will be reported to the Payroll Office for taxation.

Employees are entitled to two (2) meal allowances during a 24-hour calendar day if they depart within their travel shift but return outside the shift or depart before the assigned travel shift and returning during the shift.

When travel is totally outside the confines of the travel shift, the time ranges for each meal govern eligibility for meal reimbursement.

The UM Procard CANNOT be used for paying meal charges.

EMPLOYEE REIMBURSEMENT

The employee will pay for all costs incurred on the trip either by allowable UM Procard purchases or personal funds and be reimbursed for all out of pocket expense upon return from the trip.

- The UM Procard should be used to purchase the airline ticket.
- Either The UM Procard or the Banner direct pay method should be used to pay for the conference/education registration when possible.
- The traveler may use The UM Procard for hotel room and taxes only. If the federal lodging per diem rate cannot be obtained, a Request for Reimbursement of Actual Lodging Costs form must be attached to the Request for Authorization to Travel form.
- The traveler may use The UM Procard for a rental car and purchase of gas for the rental car. Do not accept additional insurance.

A travel expense report should be completed and submitted to the Accounts Payable Office within 30 working days after the conclusion of the trip. The travel expense report is a complete detail of all expenses related to the trip. All receipts must be attached to the travel expense report. A copy of all Procard receipts should be attached leaving the original Procard receipt.
attached to your Procard statement. Itemization is required for miscellaneous expenses, receipts are required if a miscellaneous expense item is $25.00 or greater.

If the traveler used The UM Procard for purchases, the expense report must be turned in within 20 days. If the expense report is not received within 20 days, Procard privileges may be suspended until completion of the expense report.

If The UM Procard is not used and a travel expense report is not submitted prior to the end of the current fiscal year, the traveler will forfeit the reimbursement.

USING THE UM PROCARD FOR TRAVEL

The traveler must purchase airline tickets using The UM Procard. Hotel and rental car expenses may be charged with the Procard. Meals, entertainment and personal expenses are not eligible for UM Procard purchase.

No personal expenses may be charged on the Procard. Charging personal expenses on the Procard could result in the loss of Procard privileges. If an error occurs and a personal expense is charged on the Procard, the traveler must contact the Accounts Payable Manager immediately, the expense must be abated within 24 hours, and a violation letter may be put in the traveler’s file.

STUDENT TRAVEL

Student travel is authorized when the travel is related to University business and is approved by the appropriate executive office, dean, director or department chair. The student should travel in the most efficient and cost effective manner possible which still allows for the purpose of the trip to be accomplished.

Procedures:

- If the traveler is attending a conference/education event the conference/education fees must be paid by a department Procard or thru the Banner direct pay method.
- If traveling by air the traveler’s airline ticket must be purchased by a department Procard.
- Submit a Request and Authorization to Travel Form located on the Montana Tech website. Before completing this form, please review the Travel Advance items that may be included in the Travel Procedures.

This form must be completed, authorized by the traveler’s department management and forwarded to the Accounts Payable Office. If you are staying overnight and the out of pocket expenses must be abated immediately.

Effective 01/01/2015
expenses are anticipated to be in excess of $50 for a particular trip a travel advance or meal per diem allowance will be processed

The travel advance or meal per diem allowance from the Request and Authorization to Travel form will be submitted for payment the day received by the Accounts Payable Office unless the trip is scheduled for the future. If the trip is scheduled for a future date, a check will be issued 7 days prior to your departure date. A check will be sent to the travelers department for pick up. Please allow 6 working days to receive the advance check. The Accounts Payable Office must receive the request by 12:00 (noon) the 6th working day. The state requires 5 days to process and mail all warrants.

The travel expense report must be completed and submitted to the Accounts Payable Office within 30 working days after the conclusion of the trip. The travel expense report is a complete detail of all expenses related to the trip. Travel Expense Forms that are not turned in by the end of the current fiscal year will not be reimbursed.

Itemization is required for all miscellaneous expenses. Receipts are required if a miscellaneous expense item is $25.00 or greater.

If money is being returned to Montana Tech, the check made payable to Montana Tech should be attached to the expense report and sent to the Accounts Payable Office. The Accounts Payable Office will verify the expense report and submit the check to the Business Office for deposit. The difference between the advance amount and actual expenses will be calculated and charged to the department travel account, clearing the travel advance account. If Montana Tech owes the traveler additional funds, a check will be issued and mailed to the individual's home address.

If a travel expense report is not received by the Accounts Payable Office within 30 days of the conclusion of the trip the advance amount less meal per diem will be placed on the student’s bill and a hold will be put on the students account. The department travel account will be charged with the entire advance amount 30 days from the conclusion of the trip.

OUT-OF-COUNTRY TRAVEL

Out-of-Country travel is defined as all travel occurring outside the boundary of the United States. Travel to Canada, Mexico, and U.S. possessions and territories are considered out-of-country travel. Out-of-Country travelers must register at http://www.umt.edu/international-programs/international-travel-registration/default.php 30 days prior to travel.

The Worldwide Lodging Plus Per Diem System, published by the federal government, provides a combined lodging, meal and miscellaneous travel cost rate for all areas in the world. This daily rate establishes the maximum allowable for reimbursement. Appropriate itemized receipts
converted to U.S. funds are required for lodging costs and should be attached to the traveler’s Procard statement. These rates are available at the following web site:
http://www.state.gov/travel/

The Federal Worldwide Lodging Plus Per Diem rates specify the maximum lodging reimbursement amount in the first column of the schedules. The second column specifies the maximum per diem for meals and incidental expenses (M&IE). The third column is the total maximum per diem (column 1 plus column 2). Since Montana does not reimburse for the amount allocated to miscellaneous expenses as a per diem, the traveler will need to calculate the federal allowance amount for meals. To calculate the reimbursement amount for meals, complete the following steps:

1. Divide the total per diem amount (third column) by 1.1; this calculates the total per diem amount for lodging and meals not including incidental expenses. Round to the nearest whole number.
2. Deduct the lodging per diem (first column) from the amount calculated in item 1. This provides the per diem amount for meals.

Grants must also follow the travel guidelines of their contract and their granting agency as well as The University of Montana travel policies.

Employee Travel to be reimbursed by Non-University Organizations/Agencies

The University will provide travel advances at the request of department managers for employee travel that will be reimbursed by another entity. (Example: serving on a national organization steering committee that will pay travel expense for attending a meeting). All UM Travel Guidelines apply in these cases. The top portion of the Expense Report form should be marked "Travel will be reimbursed by an outside agency."

Travel Expense Report
The Expense Report form must include the departmental index number covering the costs of the non-university agency. Travel costs will be paid from the employee’s departmental account and the reimbursement will be processed as expenditure abatement to the departmental account.

TRAVEL EXPENSE GUIDELINES

Transportation

Transportation should be the most economical in the terms of direct cost to The University and the employee's/student's time away from The University.

Airlines

Effective 01/01/2015
All airline tickets must be purchased using a UM Procard. The last page of the airline flight itinerary or copy of the e-ticket must be maintained in the department UM Procard records.

Private Vehicle

Reimbursement rates for private vehicle mileage are defined by state statute. The rate of reimbursement is dependent upon the use requirement status. Reimbursement decreases after the first 1000 miles driven in a given month. Travelers must maintain the required minimal vehicle insurance coverage consistent with the laws of the state. Mileage Rates.

Motor Pool Vehicles

When traveling from campus, employees should use a motor pool vehicle whenever possible. Procards should not be used to purchase gas in Motor Pool Vehicles. A state gas card is provided in each Motor Pool Vehicle. The daily rate and mileage charges are assessed to the department for these vehicles. Information may be found at Transportation Services.

Rental Vehicles

Travelers should use the rental car agency that can provide the best price for their travel. Additional insurance is not required when using a rental car. The UM Procard may be used to pay for rental car use and for gas. The rental vehicle should be refueled prior to return. Do not accept additional insurance.

Commercial Carriers (excluding Air Travel)

Travelers when securing public transportation (bus, railway) from commercial carriers may use one of two payment methods.

1. University personnel may purchase commercial transportation with The UM Procard. The receipt must be retained and attached to the traveler’s UM Procard statement.
2. University personnel may purchase commercial transportation with personal funds. The receipt must be retained and attached to the travel expense report. The traveler is reimbursed AFTER the trip when the travel expense report is submitted.

LODGING

Travelers staying in a location where a receipt cannot be obtained, (i.e., friends, relatives, camper, or trailer) or failing to obtain a receipt will be reimbursed based on the un-receipted
lodging rate. When the traveler uses the UM Procard for hotel rooms and taxes, a copy of the
detailed hotel receipt must be attached to the Travel Expense Report.

When lodging is provided to the traveler as part of the conference or by the host institution and
no charge is assessed directly, lodging cost cannot be claimed by the traveler.

Examples are:
-A cabin is provided for backcountry work.
-Seminars/conferences where lodging is provided as part of the registration fee.

An appropriate, itemized lodging receipt from a commercial facility must be attached to the
travel expense report before reimbursement can be made. Credit card receipts (unless fully
itemized), credit card statements, canceled checks, etc., are not acceptable.

**IN-STATE LODGING**

In-state lodging is reimbursed according to rates established by the state.

In-State – lodging reimbursement rates at Actual Cost are subject to Federal Per Diem Cap

Except as provided for in the following section (In-State Travel – Lodging Reimbursement at
Actual Cost (NO CAP), the traveler is eligible to be reimbursed the actual out-of-pocket lodging
expenses, not to exceed the federal per diem room rate for the location involved, plus taxes on
the allowable cost for any location in Montana:

1. The traveler is attending a conference sponsored in whole or in part by a state agency
   and has obtained lodging at the conference facility.

Federal per diem room rates for Montana are available through the Internet at the following
location:

The Department of Administration of Montana maintains a list of high cost city exceptions for
Montana only. If the lodging is in a city designated on the list, the traveler can be reimbursed for
the actual cost.

http://dev2.erd.dli.mt.gov/work-comp-claims/medical-regulations/meals-lodging-mileage

The traveler’s agency director or designated approving authority may approve reimbursement of
lodging at actual cost, without applying the cap provided for in the sections above, under the
following circumstances:
1. Lodging costs below the caps provided for in the previous two sections are temporarily unavailable due to special functions such as fairs, sporting events, or conventions or seasonal demand; or

2. Emergency travel arrangements preclude being able to find accommodations below the caps; or

3. Remote locations with limited accommodations within a 15-mile radius preclude obtaining accommodations below the caps; or

4. The traveler is employed in a regulatory or undercover function and has reasonable cause to believe there is risk to personal safety.

The traveler must complete and submit the “Request for Reimbursement of Actual Lodging Costs” form, along with the original lodging receipt, to the traveler’s supervisor for approval and then the dean/director or VP of the department for final approval.

OUT-OF-STATE LODGING

In certain circumstances a traveler may be reimbursed for the actual cost of out-of-state lodging if one of the following criteria has been met:

1. The purpose of the travel is to attend a conference, which is being held at the lodging site. The Request for Reimbursement of Out-of-State Lodging section of the Request and Authorization to Travel form must be completed.
2. Government rates were requested and were not available at the hotel where the employee is staying and the employee received prior approval to be reimbursed at the higher rate. The Request for Reimbursement of Out-of-State Lodging section of the Request and Authorization to Travel form must be completed.

MISCELLANEOUS EXPENSES

Miscellaneous business expenses associated with travel are reimbursable. Individual expense items of $25.00 or greater must be supported by paid receipts and itemized on the Travel Expense Report.

Examples of allowable miscellaneous expenses include: taxi fares, bus fares, gasoline for car rental, emergency office supplies, business telephone calls, baggage handling, laundry service (after the 5th day of the trip).

Examples of Non-Reimbursable expenses are personal telephone charges, alcohol charges, tips and taxes on meals, exercise facility charges, hotel movie charges.
REGISTRATION REIMBURSEMENT

Conference/education registration fees should be paid only by using The UM Procard or by Banner Direct Pay Method. If the traveler is in a situation that requires immediate payment, please attach a brief note that states why the Procard or Banner Direct Pay Method could not be used with the Travel Expense Report. Reimbursement requires an itemized receipt and/or conference announcement attached to the Expense Report.

Conference/education announcements must contain an explanation of the services included in the registration fee. When conference announcements do not contain this information, the traveler must obtain a signed statement from the conference organizers, explaining services included in the registration fee. This statement must be attached to the Expense Report.

TRAVEL EXPENSE REPORT

The Travel Expense Report is used to document and summarize all costs incurred by the traveler and to record the travel expense in The University’s accounting records. Travelers are required to submit an expense report authorized by the funding department(s) Head explaining the nature of the trip and containing a schedule of expenditures and amount of all costs incurred by the traveler. All reimbursements will be mailed to the employee’s home address or the students requesting department.

Within 30 days after the conclusion of the trip, the traveler should review all related travel expense documentation, prepare a Travel Expense Form with required approval and documentation, and forward to Accounts Payable. Employees or students, who do not file for reimbursement of travel costs prior to the end of the current fiscal year, waive their right to reimbursement.

One Travel Expense Report should be completed for group travel attaching a Group Travel Notification form. Group travel involves two or more individuals, who have agreed to allow one member (prime traveler) to be responsible for the financial affairs of the group.

The Accounts Payable Office will review the Travel Expense Forms and process any reimbursement due to the traveler. If reimbursement is owed to Montana Tech, attach a check payable to Montana Tech to the travel expense report and forward to the Accounts Payable Office. Once the reimbursement has been validated and the issued payment is deposited to the Business Office, the travel expense report will be processed.

Travel funds are often limited, and in certain situations, full reimbursement of travel costs allowed by state regulations cannot be made by Montana Tech. Under these conditions the

Effective 01/01/2015
traveler must sign the full reimbursement waiver. The University assumes no responsibility for maintaining records to support un-reimbursed expenses deducted by employees when they file their personal income tax returns.