

AUXILIARY SERVICES -- TRAVEL GUIDELINES

Step 1: Complete the MSU All Campuses & Agencies Travel Authorization (TA) and/or Travel Advance Request form found at the following location: http://www.montana.edu/policy/business_manual/bus500.html#540.00 You can download the fillable form in Word or PDF format.

Step 2: Obtain approval from your supervisor. Please have the Director from your department sign on the "Final Approval" line of the TA. Once signed, the original TA needs to be delivered to the Accounts Payable Office in North Hedges. Must be received prior to any travel arrangements being made.

Step 3: If you have questions, please call Alice Bazzell at 994-1567 or email her at abazzell@montana.edu.

Step 4: All meals not covered by the conference will be paid at the per diem rate established by the State of Montana. You will not be reimbursed for more than the per diem amount during your travel. The amounts are listed below:

In-State Per Diem

Breakfast - \$5.00 (leave prior to 7am)
Lunch - \$6.00 (Leave before 12, return after 1)
Dinner - \$12.00 (return after 6pm)
TOTAL for the Day - \$23.00

Out-of-State Per Diem

Breakfast - \$11.00 (leave prior to 7am)
Lunch - \$12.00 (Leave before 12, return after 1)
Dinner - \$23.00 (return after 6pm)
TOTAL for the Day - \$46.00

Step 5: Within 5 days upon return from your travel, please email Alice Bazzell at abazzell@montana.edu with the following information:

- Put the name of the conference or travel description and the date in the subject line of your email.
- Date and time you left on your trip
- Date and time you returned from your trip
- Date and meals provided as part of the conference (EX: 7/15 – B, L)
- Original receipts for cash expenses – include date and explanation of expense (EX: taxi, parking, shuttle) Snacks & meals are not considered cash expenses. Your meal per diem covers your meals.
- If you do not have a receipt, provide the date and explanation. You will only be reimbursed \$24.99 for your non-receipted expenses.
- Original receipts for any P-Card purchases. You must include receipts for hotel/lodging, airfare and any additional airfare charges, such as baggage, seat assignment, etc., conference registration, and rental car if used. These must all be turned in as soon as you return from your trip with a completed Accounts Payable Expenditure Form.

Step 6: Travel Expense Vouchers must be filed within ten(10) days after the trip has been completed. Failure to do so may lead to denial of future advances. Original receipts must accompany the Travel Expense Voucher with detailed information for all allowable expenditures. Your travel expense voucher (TEV) will be completed based on the receipts and information you provide in your email from Step 5. The TEV will be emailed to you for review and signature. Please review the address on your TEV, as this is where your check will be mailed. You will need to sign/date the TEV and obtain your supervisor's approval. Once that has been completed, the original TEV needs to be returned to the Accounts Payable Office in North Hedges.

Step 7: Your TEV will be sent to UBS for payment. This process can take anywhere from 4-5 weeks. If you want your travel reimbursement to be a direct deposit (ACH), email or phone Alice Bazzell and she will email you this form. This process is a different process from direct deposit for your paycheck.

RESOURCE If you need to view MSU Travel Procedures, they are available at the following website: http://www.montana.edu/policy/business_manual/bus500.html#540.00.

HELP Alice Bazzell is your Auxiliary Services travel resource. She can be contacted by phone at 994-1567 or via email at abazzell@montana.edu.

REMINDER DO NOT USE YOUR P-CARD FOR FOOD PURCHASES – PER DIEM COVERS MEALS

REMINDER YOU ARE RESPONSIBLE TO CONTACT AP OFFICE WITHIN 5 DAYS AFTER RETURN AND EXPENSE VOUCHER SIGNED AND RETURNED WITHIN 3 DAYS AFTER RECEIVED **REIMBURSEMENTS AFTER 90 DAYS FROM RETURN DATE MAY BE REFUSED BY UBS**

