Preparation for the TEV - MSU Employee, Foreign Travel

**Travel Authorization**
- Make sure form is filled out completely and has all required signatures.
- Make sure the index number(s) and trip description will be the same on both TA and TEV.
- If a new index is added, resubmit TA to OSP for additional signatures if 4W, 436-8 indices.
- If more than one index will fund the travel, note the $amt each index will cover.
- Check W-9 requirements.
- Check all boxes in the foreign travel section - must register with OIP.

**USE THE MOST CURRENT FORM**

**Provide proof of travel**
- If any reimbursable receipts were paid by a VISA credit card, must verify which card was used.
- Verify using FAICARD.
  - If traveler has a MSU Pcard, write "TRAVELER'S MSU PCARD ENDS IN XXXX" above month/year on TEV.
  - If traveler does not have a MSU Pard, write TRAVELER DOES NOT HAVE MSU PCARD (FAICARD).

**A. traveler: name and GID verified?**
**B. index number(s) correct? If more than one, note $amt per each index**
**C. description of trip: city, state, (country); purpose of trip, name of conference or meeting**

**D. departure times (am/pm)**
- Bozeman to city for departures.
- Arrival times (am/pm).
- City to Bozeman for arrivals.

**If travel did not originate or end in Bozeman, must describe circumstances**
- Mode of travel-use approved codes (CA, RC, SC, PC, etc).
- Mileage rate: have traveler sign for high rate if appropriate for travel to and from airport.

**lodging-current federal rate is $94 per night**
- If shared with MSU employee, write their names on form and include their TA.
- If lodging rates above state rate, all OOS boxes on TA must be checked (website).

"SOME LODGING PROVIDED/STAYED WITH FRIENDS" if lodging not used every day of travel.

**meals-should coincide with departure and arrival times**
- Actual costs of meals can be claimed only if original, detailed receipts are submitted.
- Actual cost cannot exceed 80% of M&E column on GSA foreign per diem table (website).
- Use foreign meal worksheet to determine allowable amounts for B, L, D.

"SOME MEALS PROVIDED" if traveler does not claim all meals.

**other expenses**
- If more than one per day, print an adding machine tape for daily totals.
- Enter expenses on correct day on the TEV.

**reimbursement receipts**
- If original receipts are on thermal paper, make a copy and include with original receipt.
- Receipts must be one-sided.
- Must show they were paid and by what means (cc statements not acceptable).
- If a VISA card is used for reimbursable receipts, must check FAICARD to prove traveler did not have or use a MSU pcard and note last 4 digits of MSU pcard if traveler does have a MSU pcard.

Label reimbursement receipts: REIMBURSE, NAME, AMOUNT, DESCRIPTION, INDEX #, DATE ON TEV.

Lyft/Uber receipts - must include route information.
- Adding machine tape to total columns if any hand entry data.
- Adding machine tape to total of columns.