Preparing the TEV  Non-MSU Employee

Use the most current forms-TA and TEV

Travel Authorization
Not required unless a student
If more than one index will fund the travel, note the $amt each index will cover
Traveler must provide a W-9 (if not in Banner as a Vendor)(Check FTMVEND)

Provide proof of travel
Provide an itinerary if possible

Travel Expense Voucher
A traveler: name and GID - Non Employee
B Month/Year of Travel
   index number(s) correct? if more than one, note $amt per each index
   if expense is more than index can cover, write lower amount and note "PER AVAILABLE BUDGET"
C description of trip: city, State; purpose of trip, name of conference or meeting
D departure Date/ times (am/pm)
   City to Bozeman for departures
   arrival Date/times (am/pm)
   Bozeman to city for arrivals
E mode of travel-use approved codes (CA, RC, SC, PC, etc)
   If using Personal Vehicle (PC) and claiming mileage-provide map showing shortest route and miles (MapQuest)
   Correct mileage rate: have traveler sign for high rate
lodging-current federal rate is $94 per night
   "LODGING PROVIDED" if lodging is paid for by Dept
meals-should coincide with departure and arrival times
   "SOME MEALS PROVIDED" if provided by DEPT

other expenses
   if more than one reimbursable expense per day, print an adding machine tape for daily totals
   enter expenses on correct day on the TEV
reimbursement receipts
   Label ALL reimbursable receipts: INDEX #, REIMBURSE, NAME, DESCRIPTION, AMOUNT, DATE ON TEV
   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)
   Lyft/Uber receipts-must include route information
   if any hand entry data in Columns, Attach adding machine tape

F mileage rate: have traveler sign for high rate
   personal car use with high rate
   exception traveler drives their car to airport (less than 25 miles one-way)
G list all other expenses (except lodging, meals, mileage) with date/description/amount
   if more than one expense per day, attach labeled adding machine tape total for each day
H list ALL pcard charges with description and amount
I traveler's signature and approved supervisor's signature and date (OSP if required-4W, 436,437,438)