

Accounting Reminders to Faculty & Staff

Another fiscal year has begun! Below are some reminders to help you prepare the required paperwork for travel and other reimbursements/payments:

1. **ORIGINAL, ITEMIZED RECEIPTS** are required by the State—no photocopies, no credit card receipts.
2. **BEFORE you travel** - Complete the ***In-State, Out of State Travel Justification form***, including all cost amounts and specify the DESTINATION AND the PURPOSE of the travel. Have the form signed by your Campus Director and give to your Administrative Associate in charge of travel.
3. When considering **traveling out of state by air vs car**, the State cannot pay more in mileage than the cost of airfare – NOTE: Once purchased, the airfare is not reimbursable. Airfare must be paid with the MSU State Purchasing Card. You may not charge airfare to your personal credit card and be reimbursed (there are exceptions). Please see your Administrative Associate in charge of travel for details.
4. For **Lodging** be sure to ask for the **Montana State Rate** and verify the amount -- \$70.00 plus tax per night for a single room. **BE SURE TO CHECK THE AMOUNT BEING CHARGED BEFORE YOU SIGN OFF ON THE BILLING TO BE SURE IT IS \$70 plus tax or less.**
5. **AFTER your travel**, give your original, itemized receipts and other required info to your Administrative Associate for completion of the ***Travel Expense Voucher*** (TEV). If you are preparing the TEV, note each expense must be included on the line respective to the date to which the expense applies—do not lump together on one line, i.e., amount of lodging expense for each night must be on the line respective to the date of the expense. Watch for items on your lodging receipt, such as telephone charges, fax charges, use of internet charges, and do NOT include these charges with the amount of your lodging. These charges need to be in the “Other Exp” column and the explanation, i.e., “telephone” listed in the “Other Expense” box at the bottom of the form. Remember – meals requested for a day trip are taxable—the tax will be deducted from your salary paycheck, not from your reimbursement for the trip. Be sure to use the new TEV form which includes a column for taxable meals.
6. **BEFORE you have a meeting** for which meals are to be charged to/reimbursed by the CoN, complete the ***Hospitality form***, regardless of the amount, and include the names of all participants. NOTE: The maximum tip the State can pay/reimburse is 15%. The State cannot pay/reimburse cost of alcoholic beverages.
7. **Gifts, Thank You items**, including flowers, gift certificates, etc., cannot be paid with State funds and are restricted by Foundation funds.
8. **BEFORE** you order/purchase **computer items** contact Trevor.
9. **BEFORE** you order/purchase **any item for which the CoN is to pay**, a ***Departmental Purchase Order*** (DPO) must be completed and approved—see your campus Administrative Associate for details.

Thank you for helping the CoN stay in compliance of MSU regulations and for helping make reimbursements/payments timely!

Linda Nix, Accounting Associate