

Preparing the TEV MSU Employee, In-State Bus Only

Travel Authorization

- not required for in-state travel
- write on top of TEV "IN-STATE TRAVEL-NO TRAVEL AUTHORIZATION REQUIRED"
- check W-9 requirements

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 Pcard, 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
if expense is more than index can cover, write lower amount and note "PER AVAILABLE BUDGET"

C description of trip: city, Montana; 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-provide map showing shortest route and miles (Mapquest)

mileage rate: have traveler sign for high rate

personal car use with high rate: explanation why a rental car wasn't used instead

exception traveler drives their car to airport

lodging-current federal rate is \$94 per night

If share with MSU employee, write their names on form and include their TA

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

meals-should coincide with departure and arrival times

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

taxable if no overnight stay

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

Label reimbursable 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

E if traveler received an advance, then there should be a TA on file, attach it to TEV

TA must match TEV-name, index number, trip details

F mileage rate: have traveler sign for high rate

personal car use with high rate: explanation why a rental car wasn't used instead

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

traveler's signature and approved supervisor's signature and date (OSP if required-4W, 436,437,438)