

Preparing the TEV MSU Employee, Out-Of-State Bus + Personal

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
- traveler must check personal travel box on TA
- check W-9 requirements

USE THE MOST CURRENT FORM

Provide proof of travel

- if any reimburseable 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, 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

personal travel dates and times must be noted and entered on the TEV sheet (no per diem)

traveler must provide a copy of comparative travel expenses for the dates that would be for business only purposes AND write "COMPARATIVE AIRFARE BUSINESS ONLY". Then, compare the business only airfare versus the business + personal airfare or other travel and determine which travel is the cheapest. The cheaper amount is the amount to be reimbursed. write the justification on the travel documents to be reimbursed.

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

if over 1,000 miles total, different mileage rate of 51.5 cents

lodging-current federal rate is \$94 per night

if shared with MSU employee, write their names on form and include their TA

if lodging was shared with family, comparative lodging rates for single occupancy must be provided

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

"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