

Montana State Library Procedures

Employee Travel

Travel Reimbursement

Requests for travel reimbursement are to be made using the state Travel Expense Voucher. Proof of purchase for airline tickets and original receipts for lodging bills must be attached in order to receive reimbursement. Lodging can be reimbursed only up to the amount of the state/out-of-state rate unless travel was to a high-cost city as listed in MOM Volume 1-0340.20 and 1-0340.25.

In most cases, travel claims should be submitted on a monthly basis. Under Chapter 1-0370.30 of MOM Vol. I, "If you do not file for reimbursement of travel costs within three months after incurring the expense, you waive your right to reimbursement."

Travel Advances

In most cases employees should be able to pay for substantially all of their travel costs using a purchasing card. If this is not possible then the use of a travel advance is allowed. Except in hardship cases, your travel advance will not be approved unless your out-of-pocket expenses exceed \$50.

Travel advances may be requested with five days' advance notice for anticipated costs of travel for a planned business trip, using the form which appears on pay IV-4. All requests for travel advances must be signed by the employee's program manager or, if not available the State Librarian (or designee).

Use of Personal Cars

In most instances, employees are encouraged to use state cars provided by the Motor Pool for business travel. Sometimes, however, an employee may wish to combine a business trip with leisure travel or to take passengers who are not engaged in state business. In those cases, a request to use his/her personal car should be submitted to the traveler's program manager for approval. This travel will be reimbursed at the lower of the two rates outlined on page IV-20 of this handbook.

Other instances of which personal car use may be authorized are outlined in a memo from the Motor Pool found on page IV-21 and 22 of this handbook.