

NOTE: This form must be completed and filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived. SEE INSTRUCTIONS ON FOLLOWING PAGE...

INSTRUCTIONS FOR TRAVEL EXPENSE VOUCHER

NOTE: If the least-cost method of travel is not used, you MUST attach justification.

- 1) **Employee Number** For a non-employee, a SSN (or tax payer ID) is required.
- 2) **Address** Required for employee and non-employee travel.
- 3) **Month/Year** Month and year of travel.
- 4) **Department** Department where the employee/non-employee works.
- 5) **Org** Input the org if it is different than the department's default org.
- 6) **Meals Provided** List any meals included in the training/meetings.
- 7) **Purpose** Explain reason for the travel: where and why.
- 8) **Dates** Dates of the travel/expense.
- 9) **Departure time** Time of departure from home or the office, not airport departure time.
- 10) **Arrival Time** Time of arrival at final destination (e.g., hotel or office, not airport arrival time).
- 11) **Description/Destination** Destination or a description of the charge listed.
- 12) **Mode of Travel** Method of travel. Examples:
 CA - Commercial Air (Plane): must include amount of ticket in "Rate" and 1 in "Miles".
 PA - Personal Aircraft
 PC - Personal Car (not a motor pool or rental car)
 SA - State Aircraft
 SC - State Car (car, truck, mini van, etc.)
- 13) **Miles** For travel in a personal car or aircraft, list the total miles traveled (nearest tenth of a mile). Input "1" for commercial transportation.
- 14) **Rate** Rate received per mile or the cost of the commercial transportation (see travel regulations for current rates, web page link above).
- 15) **Lodging** Amount paid for lodging including tax (movies, phone charges, room service excluded).
- 16) **Meals** Amount of per diem entitled to (not the actual cost); meals provided are not allowable.
- 17) **Other Expense** Allowable expenses that are not listed anywhere else. If any item is \$25 or more, a receipt must be attached, unless the receipt is with the state credit card/invoice claim. Agencies may choose to include registration fees as part of this category.
- 18) **Amount Charged on State Credit Card** This will populate from the itemization below.
- 19) **Non-Permanent Travel Advance** List amount of non-permanent advance received (warrant or payroll).
- 20) **Itemization of State CreditCard/Warrant Chgs** List all charges on state credit card or warrant (e.g., registration, lodging, rental car, airline, etc.). For items charged on a state credit card or paid by a warrant, the receipt/invoice should be kept with the credit card/invoice claim.

Example: Travel to Boston on 3/15/05 for training. \$100 travel advance was received through payroll. Travel costs were:
 airline ticket for \$695 paid by state credit card on 1/15/05
 shuttle cost of \$10 each way (3/15/05, 3/18/05)
 \$75 dinner paid by state credit card on 3/16/05
 lodging (including taxes) of \$110 per night (3/15/05, 3/16/05, 3/17/05) paid by state credit card on 3/17/05
 room service for \$106 (meals per diem) paid by state credit card on 3/17/05
 car rental of \$150 paid by state credit card on 3/18/05
 parking at airport for \$10 on 3/18/05

TRAVEL EXPENSE VOUCHER													
STATE OF MONTANA													
Employee							Non-Employee Travel						
Name	John Q Employee						Name						
Date	#####	Employee No	0096358 1)				Date		SSN				
Address	123 Any Street; Any Town, MT 12345 2)						Address						
Month/Yr	Oct/2005 3)	Dept	Department of Administration 4)				Org	5)					
List meals provided	Lunch 3/16/05 6)												
Purpose	Travel to Boston for conference 3/15/05 through 3/18/05. 7)												
8)	9)	10)	11)				12)	13)	14)	15)	16)	17)	
Dates	Depart Time	am pm	Arrive Time	am pm	Description/Destination	Mode of Travel	Miles	Rate	Subtotal	Lodging	Meals Per Diem	Other Expense	Total
1/15/05					Airline ticket	12)	1.0	695	695.00				695.00
3/15/05	5:45	am	8:00	pm	Helena to Boston	CA				110.00	28.00	10.00	148.00
3/16/05					Lodging & per diem					110.00	22.00		132.00
3/17/05					Lodging & per diem					110.00	28.00		138.00

3/18/05	4:00 pm	11:00 pm	Boston to Helena	CA					28.00	170.00	198.00

Total Travel Expenses								695.00	330.00	106.00	180.00	1,311.00
18)								Less Total Amount Charged On Credit Card (Warrant)				1,356.00
19)								Less Non-Permanent Travel Advance				100.00
Due to Employee/Non-Employee												-
Due to State												145.00

Other Expense Description Car Rental - \$150 (3/18/05); Shuttle - \$20 (3/15/05, 3/18/05); Airport Parking - \$10 (3/18/05)

Itemization of State Credit Card and Warrant (W) Charges								20)			
Date	Item	Name on CC if Different	Amt	Date	Item	CC Name	Amt				
3/18/05	Car Rental		150.00	1/15/05	Airline Ticket	Smith	695.00				
3/16/05	Dinner		75.00								
3/17/05	Lodging (including room service)		436.00								
									1,356.00		

Employee/Non-Employee Signature & Date	Supervisor Signature & Date
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I hereby certify this is a valid travel claim to the State of Montana in accordance with all Statutes and Administrative Rules and Procedures.	I approve, and certify this is a valid travel claim to the State of Montana in accordance with all Statutes and Administrative Rules and Procedures.
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