

STATE OF MONTANA

**REQUEST AND JUSTIFICATION
FOR OUT-OF-STATE TRAVEL**

1) Agency Number/Name

2) Division

3) Org Number

4) Name of Employee(s) Traveling

5) Justification

6) Alternatives

7) Itinerary Destination:

Travel Dates:

Hotel Name:

Hotel Phone:

Details:

8) Lodging Rate

Within Federal Rate?

If not, enter Federal and Lodging Rates.

If requesting travel advance, list amount.

Yes

Federal \$

\$

No

Lodging \$

(Travel advances should be issued only on an exception basis)

If rates are above the federal rate, check the items which apply:

- 1. Rates were requested and were not available at the hotel where the employee is staying; **and**
 - a. Government or significantly lower rates are not available at another hotel within a reasonable distance; **or**
 - b. It is necessary for purposes of accessibility and/or security to stay at the hotel in which the conference is being held; **or**
 - c. Emergency or last minute travel arrangements preclude finding accommodations within the federal guidelines; **and**
- 2. Reimbursement at actual cost is within the agency's authorized appropriation level.

9) Estimated Cost

Transportation
\$

Meals & Lodging
\$

Registration
\$

Other
\$

Total
\$

10) Submitted By

Requested By

Title

Date

Approval - to be Signed by Authorized Agency Personnel

Supervisor

Date

Administrator

Date

Dept. Head/Designee

Date

NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.