

2013 SAD Training

# Travel Policy

Beyond the Basics --

(Based on recent questions)

# Use of State PCard - Required

- For purchase of:
  - Airline tickets
  - Lodging
  - Out-of-State vehicle rental
- Unless it can be documented that another payment method is in the state's best interest
- Travel Policy Section III.L and X.A.

# Travel Advances

- Should be short-term in nature
- Processed through payroll system
- Should not be used for lodging or car rentals
- Should not exceed \$200
- Agencies may use discretion to avoid financial hardships for employees
  
- Travel Policy Section X.

# In-State Car Rentals

- Section IV.F., talks about the contract that State Motor Pool and DOA entered into to supply “overflow” vehicle needs for state employees in several Montana locations.
- Questions contact Motor Pool 444-2705

# No Lodging Reimbursement Provided when...

- Provided at the expense of a government entity
- Lodging is provided on campus for industry or government seminars;
- Lodging is included in the registration fee;
- A cabin is provided for backwoods work
- Section VI.C.

# Non-Receiptable Lodging Reimbursement allowed....

- If an employee stays in a non-receiptable facility
  - Such as with friends or family
- Or fails to obtain a receipt
- Eligible for \$12/night lodging reimbursement
  - Section VI.B.

# Per Diem Rates

Rates are set by fiscal year, effective October 1. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map. Find previous rates by selecting year in the pulldown and clicking on the map.

**SEARCH BY CITY, STATE OR ZIP CODE (current fiscal year)**

Enter your city  OR Enter your ZIP Code  **FIND PER DIEM RATES**

Select a State

**SEARCH BY STATE**

Find Rates for: **Fiscal Year 2013 (Current Year)**



The Department of Defense sets for rates for Alaska, Hawaii, U.S. Territories, and Possessions (OCONUS rates.) [Visit DoD Site >](#)

The State Department sets Foreign rates. [Visit State Dept Site >](#)

# MT High Cost Areas (HCA)

Montana High Cost Areas by Counties	Maximum Lodging	Cities within listed counties include, but are not limited to:
Gallatin County	(Oct 1 – May 31) \$ 82 (June 1 – Aug 31) \$110 (Sept 1 – Sept 30) \$ 82	Bozeman Belgrade Big Sky West Yellowstone
Silver Bow	\$ 89	Butte
Lewis and Clark	\$ 83	Helena
Missoula / Lake / Flathead	(Sept 1 – June 30) \$ 87 (July 1 – Aug 31) \$110 (Sept 1 – Sept 30) \$ 87	Missoula Seeley Lake Polson Kalispell Whitefish
Richland / Dawson	(Oct 1 – Mar 31) \$ 96 (Apr 1 – May 31) \$ 90 (June 1 – Sept 30) \$ 96	Sidney Glendive

# Meals rates: No high cost areas

## In-State

Morning \$ 5.00

Midday 6.00

Dinner 12.00

Total 23.00

## Out-of-State

Morning \$ 7.00

Midday 11.00

Dinner 23.00

Total 41.00

# GSA Meal/Incidental Exp's – (High cost rated not allowed)

Standard Rate

<b>M&amp;IE Total</b>	<b>\$46</b>	
<b>Continental Breakfast/ Breakfast</b>	<b>\$7</b>	
<b>Lunch</b>	<b>\$11</b>	
<b>Dinner</b>	<b>\$23</b>	
<b>Incidentals</b>	<b>\$5</b>	
<b>First &amp; Last Day of Travel</b>	<b>\$34.50</b>	

# Meals at training/conferences

- Travel policy only pertains to employees in travel status
  - If meal provided at training/conference; employee in travel status not allowed to claim reimbursement
- Meals provided at State training/conferences do not need to follow travel policy guidelines
- Agencies need to keep costs reasonable
- Should be for a business purposes

# Other things not covered...

- Ask ?????
- Do we cover the cost while you are in the office?
- Why would we cover the cost when you are not in the office?
  - No reimbursement is allowed for child care if employee is traveling
  - No reimbursement is allowed for boarding of pets while employee is traveling

# Guidelines agencies need...

- Who can approve travel requests or reimbursements?
- What type of documentation is required with requests?
  - How many hotels need to be called to ensure that “best” rate is found?
  - Does your agency approver need to see proof of price comparisons?
- What is needed with travel expense reimbs?

# More Travel Information

- State Travel Policy (Current)
- <http://mom.mt.gov/default.mcpix>
  
- State Travel Policy (prior)
- Other Travel Resources
  - Travel Expense Voucher
  - Reimbursement for lodging at Actual Cost
  - <http://doa.mt.gov/doatravel/default.mcpix>
  - DOA Homepage

mt.gov Montana's Official State Website

About DOA Services Resources Department Websites Public Notices/Meetings

### CITIZEN SERVICES



- State of Montana Transparency
- State Jobs
- ADA Public Notice
- Mortgage Brokers & Loan Originators Licensing
- State Bids & Proposals

### RESOURCES

- DOA Emergency Website
- DOA Training Links
- Forms/Documents Download Center
- **Travel Policy/Hotel Listings**
- Comprehensive Annual Financial Reports
- Accounting Policies and Procedures
- Montana Code Annotated
- Cash Management Improvement Act Manual

### DIRECTOR'S MESSAGE



**Sheila Hogan, Director**

Welcome to the Department of Administration's (DOA) website. I think you will find this site full of information about the wide array of services DOA provides to other state agencies, state employees, and Montana citizens.

DOA serves as the backbone of state government providing business services to other state agencies including accounting, human resources, contracting, facilities, information technology, and insurance. In addition, we also regulate many of the state's banks and financial institutions.

### STATE TRAVEL INFORMATION

- State Travel Information
- Accounting Policies & Procedures
- DOA Training
- How to Purchase Recycled or Green Items from Central Stores

## Department of Administration

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## State Travel Policy

### Historical Travel Policy

As of October 1, 2012, Travel Policies in Effect have been placed on the new Montana Operations Manual website ([mom.mt.gov/default.mcp.x](http://mom.mt.gov/default.mcp.x)). If you are currently linking directly to a travel policy, please redirect your links to point to the policies on the new website.

### Superseded Travel Policy

- [State of Montana Travel Policy](#) (PDF - September 2010)
- [2007 State of Montana Travel Policy](#) (PDF - Updated March 11, 2010)
- [2007 State of Montana Travel Policy](#) (Word - Updated April 9, 2009)
- [2006 State of Montana Travel Policy](#) (effective February 1, 2006 - PDF)
- [2005 State of Montana Travel Policy](#) (PDF)
- [2012 Mileage Rates](#) (effective January 1, 2012 - Word)
- [2011 Mileage Rates](#) (effective July 1, 2011 - Word)
- [2011 Mileage Rates](#) (effective January 1, 2011 - Word)
- [2010 Mileage Rates](#) (effective January 1, 2010 - Word)
- [2009 Mileage Rates](#) (effective January 1, 2009 - Word)
- [2008 Mileage Rates](#) (effective July 1, 2008 - Word)
- [2008 Mileage Rates](#) (effective January 1, 2008 - Word)
- [2007 Mileage Rates](#) (effective January 1, 2007 - Word)
- [2006 Mileage Rates](#) (effective January 1, 2006 - Word)
- [Lodging Rates](#) (effective October 1, 2011 - Word)
- [Lodging Rates](#) (effective October 1, 2010 - PDF)
- [Lodging Rates](#) (effective October 1, 2009 - Word)
- [Lodging Rates](#) (effective October 1, 2008 - Word)

### Employee Travel Resources

- [Federal Lodging Rate Guidelines](#)
- [State Per Diem Lodging](#) (This link is for State employees only)

## Montana Operations Manual (MOM)

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MOM

### Montana Operations Manual (MOM)

#### Welcome to the Montana Operations Manual.

The Department of Administration (DOA) is responsible for the overall coordination of the Montana Operations Manual, commonly referred to as MOM. The MOM contains policies, procedures and standards applicable to all state agencies and provides for the internal operations and management of State of Montana government.

All current Statewide MOM Policies, Procedures and Standards are published in the State of Montana Policy System:

### [Montana Operations Manual](#)

[Instructions for direct linking to the policy system and documents](#)

[Tip and tricks on how to search and find MOM documents in the Policy System \(Adobe PDF format\)](#)

Contact us at [MOM@mt.gov](mailto:MOM@mt.gov), 406-444-2446, or 406-444-6720