

FOR ALL RATES AND SPECIFIC RULES SEE TRAVEL REGULATIONS AT  
<http://doa.mt.gov/doatravel/travelmain.asp>

## TRAVEL EXPENSE VOUCHER STATE OF MONTANA

Employee					Non-Employee Travel									
Name		Employee No			Name		SSN							
Date					Date									
Address					Address									
Month/Yr	Dept				Org									
List meals provided														
Purpose														
Dates	Depart Time	am pm	Arrive Time	am pm	Description/Destination	Mode of Travel	Miles	Rate	Subtotal	Lodging	Meals Per Diem	Other Expense	Total	
<b>Total Travel Expenses</b>										-	-	-	-	-
										<b>Less Total Amount Charged On Credit Card (Warrant)</b>			-	
										<b>Less Non-Permanent Travel Advance</b>			-	
										<b>Due to Employee/Non-Employee</b>			-	
										<b>Due to State</b>			-	
Other Exp Description														
Itemization of State Credit Card and Warrant (W) Charges														
Date	Item	Name on CC if Different	Amt	Date	Item	CC Name	Amt							
								-						
Employee/Non-Employee Signature & Date								Supervisor Signature & Date						

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.

**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...**

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## INSTRUCTIONS FOR TRAVEL EXPENSE VOUCHER

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

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|---|---|
| 1) <b>Employee Number</b>                               | For a non-employee, a SSN (or tax payer ID) is required.  |
| 2) <b>Address</b>                                       | Required for employee and non-employee travel.  |
| 3) <b>Month/Year</b>                                    | Month and year of travel.   |
| 4) <b>Department</b>                                    | Department where the employee/non-employee works.   |
| 5) <b>Org</b>   | Input the org if it is different than the department's default org.   |
| 6) <b>Meals Provided</b>                                | List any meals included in the training/meetings.   |
| 7) <b>Purpose</b>                                       | Explain reason for the travel: where and why.   |
| 8) <b>Dates</b>   | Dates of the travel/expense.  |
| 9) <b>Departure time</b>                                | Time of departure from home or the office, not airport departure time.  |
| 10) <b>Arrival Time</b>                                 | Time of arrival at final destination (e.g., hotel or office, not airport arrival time).   |
| 11) <b>Description/Destination</b>                      | Destination or a description of the charge listed.  |
| 12) <b>Mode of Travel</b>                               | Method of travel. Examples:<br>CA - Commercial Air (Plane): must include amount of ticket in "Rate" and 1 in "Miles".<br>PA - Personal Aircraft<br>PC - Personal Car (not a motor pool or rental car)<br>SA - State Aircraft<br>SC - State Car (car, truck, mini van, etc.) |
| 13) <b>Miles</b>  | For travel in a personal car or aircraft, list the total miles traveled (nearest tenth of a mile). Input "1" for commercial transportation.   |
| 14) <b>Rate</b>   | Rate received per mile or the cost of the commercial transportation (see travel regulations for current rates, web page link above).  |
| 15) <b>Lodging</b>                                      | Amount paid for lodging including tax (movies, phone charges, room service excluded).   |
| 16) <b>Meals</b>  | Amount of per diem entitled to (not the actual cost); meals provided are not allowable.   |
| 17) <b>Other Expense</b>                                | 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) <b>Amount Charged on State Credit Card</b>          | This will populate from the itemization below.  |
| 19) <b>Non-Permanent Travel Advance</b>                 | List amount of non-permanent advance received (warrant or payroll).   |
| 20) <b>Itemization of State CreditCard/Warrant Chgs</b> | 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	Date		SSN	
Address	123 Any Street; Any Town, MT 12345			Address			
Month/Yr	Oct/2005	Dept	Department of Administration	Org			
List meals provided	Lunch 3/16/05						
Purpose	Travel to Boston for conference 3/15/05 through 3/18/05.						

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

Other Exp Description	Car Rental - \$150 (3/18/05); Shuttle - \$20 (3/15/05, 3/18/05); Airport Parking - \$10 (3/18/05)
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Itemization of State Credit Card and Warrant (W) Charges							
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				
							<b>1,356.00</b>

Employee/Non-Employee Signature & Date	Supervisor Signature & Date
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