

## TRAVEL GUIDELINES

District employees must itemize all estimated expenses. If unanticipated expenses are claimed after the event, budgeted funds may not cover these expenses. Allow three weeks for advance payment.

RECONCILIATION MUST BE COMPLETED AFTER TRIP.

<http://www.mtcounties.org/resources/administration/travel-reimbursement-rates>

### Per Diem:

1. Calculate according to times and days of travel – Greater than three hours within any one or more of the range as follows:

Meal	In State	Out of State
Breakfast	\$5.00	\$11.00
Lunch	\$6.00	\$12.00
Dinner	\$12.00	\$23.00

2. Flat Rate – No receipt is required

### Mileage:

1. Employees are expected to car pool. Only designated driver(s) will be reimbursed.
2. For maximum miles to destination from Missoula.

### Lodging: (Book directly with the hotel or motel, not on-line.)

1. Request state employee rates or convention rates.
2. Include name of individual handling lodging receipt in estimated expenses space.
3. Sent **original** receipt to Business Office with your Reconciliation.

### Registration:

1. To request direct pay by the District, registration forms must be completed and attached to the Request Form.
2. Fill in DATE DUE on Request Form (allow three weeks processing time).
3. For reconciliation, provide receipt or copy of certification of completion.

### Air Fare:

1. Employees are asked to contact several airlines to obtain the most economical rates.
2. Arrangement should be made to have the agent bill us. Or you can pay with a personal check or credit card, and be reimbursed upon submitting a copy of your itinerary/invoice to the Business office with your reconciliation.

### Taxi/Bus/Rental:

1. **Original** receipt required for reimbursement, attach to Reconciliation.

### Other:

1. **Original** receipt required for reimbursement, attach to Reconciliation.

### Authorization:

1. Obtain the signature of your principal/building supervisor (administrators: from the Superintendent) and the COMPLETE BUDGET CODE. The signature of the individual responsible for the budget is necessary, if different than your supervisor.
2. Send forms to the Business Office for processing. Requests to be paid from the Curriculum budget need to be sent directly to the Curriculum Office.