FCFC TRAVEL GUIDELINES & PROCEDURES

TRAVEL PAPERWORK – RATTER

WHAT? RAT is a Request and Authorization for Travel required for all travel outside of the city of Missoula. 
   TER is a Travel Expense Report that tells the complete and detailed story of how the trip happened and what 
   the total travel expense was.

WHY? A signed RAT is your supervisor’s/PI’s authorization for both travel and the funding source covering the 
   expenses. 
   A TER is needed to close the travel and to process any reimbursements due to the traveler.

HOW? Submit a RAT prior to departure, or when you make the first purchase for the trip (flights, hotel, registration 
   etc.), whichever comes first. 
   Submit a TER with itemized receipts within 30 days of trip completion.

Always use the latest version of the RATTER form (Excel spreadsheet), which can be found on Business Services 
   website under “Key Resources”: Travel Authorization/Expense Report: http://www.umt.edu/business-
   services/Employees/Services/Accounts%20Payable/Travel.php

More detailed UM Policies and Procedures can be found under Business Services Travel Page: 
http://www.umt.edu/business-
   services/Employees/Services/Accounts%20Payable/Travel%20Guidelines%20and%20Procedures.php

TRAVEL ARRANGEMENTS: PROCARD PURCHASES

Per UM policy, all travel related purchases, such as those for airline tickets, hotel and taxes, registration fees and 
   rental vehicles, should be made with a UM Procurement Card (Procard). If you are not a UM procard holder, your 
   supervisor or assigned administrative associate can assist you with purchasing.

Need help? Please coordinate with your assigned administrative associate to help you arrange travel and 
   prepare travel paperwork.

AIRLINE

- Airline tickets should be paid using the UM Procard.
- Additional travel insurance should not be purchased unless traveling to a foreign destination.
- If you are traveling internationally using grant funds, you must be in compliance with the “Fly America Act” 
  using a US Flag air carrier service. Foreign Air Travel Certification Form: 
  https://www.umt.edu/research/ORSP/guidelines/Foreign%20Air%20Travel%20Certification.pdf

HOTEL & TAXES

- Hotel and taxes (room charge and taxes only) should be paid using the UM Procard. **NOTE:** Hotels may 
  require a pre-submitted Credit Card Authorization form if procard holder is not present when checking 
  out.
- A copy of itemized receipt must be submitted with TER.
- Nightly lodging costs before taxes should not exceed the federal per diem room rate as established by GSA: https://www.gsa.gov/travel/plan-book/per-diem-rates

**VEHICLES**

1. **FCFC FACULTY FLEET VEHICLE**
   - You may use your FCFC supervisor’s faculty vehicle for travel.
   - Fuel: a state WEX gas card is provided in each vehicle, do not use a UM procard. The WEX gas card may also be used to pay for vehicle maintenance and vehicle supplies, such as fluids, wiper blades, tires.
   - Mileage log: each vehicle should have a mileage log, in which you must record the start and end odometer readings for each trip.
   - Original fuel receipts and the mileage log must be submitted in the Accounting Office in the first week of each month at the latest.

2. **UM TRANSPORTATION SERVICES (UM MOTOR POOL)**
   - Reserve through U-Drive in Cyberbear https://cyberbear.umt.edu/
   - Fuel: a state WEX gas card is provided in each vehicle, do not use a UM procard.

3. **RENTAL VEHICLE**
   - UM has contracts with Enterprise Rental and Hertz.
   - Pay with UM procard: Procard holder may be required to be present at the time of check-out, please work with your administrative associate if you are not a procard holder to reserve a vehicle.
   - Fuel can be purchased with UM procard or a personal card to be reimbursed with the TER.
   - When traveling internationally, additional insurance coverage should be accepted through the rental agency.

4. **PERSONAL VEHICLE**
   - Current standard mileage rate for personal vehicle use is $0.262/mile (as of 1/1/18). Reimbursement rates are defined by state statute.
   - Beginning and end odometer readings should be submitted with TER for reimbursement. If multiple or lengthy trips, please use a Mileage log spreadsheet http://www.umt.edu/business-services/Employees/Services/Accounts%20Payable/Travel.php under “Key Resources”, “Forms”
   - Fuel must be purchased with personal card, and cannot be included in the TER.

**MEAL PER DIEM: EMPLOYEES/STUDENTS/NON-EMPLOYEES**

- A meal per diem advance may be requested on the Request and Authorization to Travel (RAT) form by UM employees and students in travel status if the total is over $50. Please allow a minimum of 10 Business days processing time.
- Accounts Payable issues payments once a week on Thursday. Checks are mailed to the traveler’s home address. Submitting a Direct Deposit Application and Authorization for Accounts Payable form with Business Services is encouraged. Direct Deposit AP form: http://www.umt.edu/business-services/Employees/Forms.php NOTE: This is a different form than the Payroll Direct Deposit form.
- The UM Procard CANNOT be used to pay for travel per diem meals.
- Travelers may not claim per diem for meals that are included in or provided by a conference or meeting traveler is attending.
To be eligible for a meal allowance, you must be in travel status for more than three continuous hours and be at least 15 miles from the headquarters or home whichever is closer.

- Travel status for airline travel begins 1½ hours before the flight departure time.
- In-State travel is considered any travel that occurs within or to the State of Montana.

### Meal Per Diem rates

<table>
<thead>
<tr>
<th>Time Range</th>
<th>Meal Allowed</th>
<th>In State</th>
<th>Out of State</th>
<th>Foreign</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:01 am to 10 am</td>
<td>Morning meal</td>
<td>$ 5.00</td>
<td>$11.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>10:01 am to 3 pm</td>
<td>Midday meal</td>
<td>$ 6.00</td>
<td>$12.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>3:01 pm to midnight</td>
<td>Evening meal</td>
<td>$12.00</td>
<td>$23.00</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

### Non-Overnight Meal Per Diem

- Non-Overnight meals are determined by the travel shift: A travel shift is defined as 1 hour before the employees regularly assigned work shift begins and 1 hour after the work shift ends. Standard UM Shift is 8-5.
- During this travel shift only one (1) meal can be claimed.
- When a departure or a return occurs outside of the travel shift that additional meal can be reimbursed.
- When travel is totally outside of the daily travel shift times all 3 meals can be claimed for reimbursement.
- Non-Overnight meals are a taxable benefit. Meals are paid by accounts payable and reported to Human Resource Services for tax deduction from your paycheck.
- Group travel cannot be used for non-overnight travel due to the tax liability.

### TRAVEL ADVANCE

- Only for foreign and student travel to cover out-of-pocket expenses, such as lodging, rental vehicle and fuel, anticipated mileage on personal vehicle, ground transportation, airline tickets, and registration fees, when arrangements cannot be made to pay with a UM procard.
- Once travel is complete, a TER must be submitted within 30 days with itemized receipts. If too much travel advance was paid, the traveler must bring the FCFC Accounting Office a check to pay back the excess amount.

### GROUP TRAVEL

- To qualify for group travel two (2) or more travelers must be traveling at the same time, in the same mode of transportation, to the same event, and stay at the same hotel. If any of the travelers have any deviation from that they cannot be included as part of a group travel.
- If per diem meal is claimed, all travelers must submit individual RATTERs.
FOREIGN TRAVEL

- Foreign travel has additional requirements. When planning international travel, please always contact the Accounting Office staff for details and instructions.
- International travel should be registered at least 30 days prior to departure on the Academic Enrichment website: http://www.umt.edu/academic-enrichment/education-abroad/faculty-resources/travel-registry/default.php where you will find more details and instructions.
- All students traveling abroad for any university-related activities are required to purchase international insurance coverage from GeoBlue Worldwide Health Insurance for Higher Education except if their program requires them to enroll in a specific insurance policy comparable to GeoBlue’s policy. This policy includes coverage for medical expenses as well as coverage for medical, political & security, and natural disaster evacuation. More information on student insurance http://www.umt.edu/academic-enrichment/education-abroad/um-students/once-accepted/student-insurance.php
- Grants must also follow the travel guidelines of their contract and their granting agency as well as University of Montana travel policies, such as the Fly America Act. Foreign Air Travel Certification Form: https://www.umt.edu/research/ORSP/guidelines/Foreign%20Air%20Travel%20Certification.pdf
- Rental Cars: When traveling in foreign countries, additional insurance coverage should be accepted through the rental agency.
- If the daily meal or lodging costs exceed the rates established by the MT State Statute the traveler may be reimbursed for the actual meal and lodging expenses up to the daily maximum for that specific area. Itemized receipts are required. Rates are available here: Foreign Per Diem Rates: https://aoprals.state.gov/content.asp?content_id=184&menu_id=788
- If meal receipts are not included you will be paid the state foreign per diem rate. Per Diem advances will be issued at $36/day and any difference will be reimbursed upon completion of travel.
- All itemized receipts must be submitted with the converted US dollar amount written on them. See the Currency converter with rate in the past http://fxtop.com/
- The Foreign Meal Worksheet is available on the Business Services' travel website to be used to account for the meal breakdown for each daily meal to reflect either the state per diem amount, or the receipted amount up to the Department of State Per Diem Rate.
- To look up the Per Diem Breakdown/Lodging rates by area please follow these instructions:
  - The first link on this page takes you to the foreign meal per diem rates by location. Choose a country from the drop down menu on this page. Click Go and it will then take you to a list of cities in that country. Find the M & IE rate (meals and incidentals) for the city (or “other” if not listed and take note of it).
  - Next you will need to go the second link on the home page (FTR Appendix B – Breakdown of Meals/Incidentals). On this page, find the amount listed from the M & IE rate column on the first page. The number will be broken down into four columns: breakfast, lunch, dinner, and incidentals. Add the amounts from the breakfast, lunch and dinner columns for the daily maximum meal per diem total.
Please be sure to provide the most accurate estimate of all costs you think you will incur.

**Travelers ID 790#:**

**9 digits, for example 790-12-3456**

**Employee Name:**

**Address:** make sure you keep your address up to date in Cyberbear

**Department:**

**Business purpose:**

be specific: "meeting with Bill Jones/BLM", "field research for X project", "SAF annual conference"

**Destination:**

<table>
<thead>
<tr>
<th>City, State</th>
<th>Departure Date</th>
<th>Time</th>
<th>Return Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am combining this trip with personal travel:

- [ ] Yes
- [x] No

(If yes appropriate documentation must be attached showing there is no additional cost)

For International Travel:

International Travel Registration Complete:

- [x] Yes
- [ ] No

Before making flight arrangements.

**Estimated Trip Expenses:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Vehicle</td>
<td>$0.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$0.00</td>
</tr>
<tr>
<td>Airfare</td>
<td>$0.00</td>
</tr>
<tr>
<td>Baggage</td>
<td>$0.00</td>
</tr>
<tr>
<td>Taxi/Shuttle</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Meal Per Diem**

- [ ] Standard rate
- [ ] Higher rate $0.545/mi, a rate justification is required.

**Meal Per Diem Ranges**

<table>
<thead>
<tr>
<th>Time Ranges</th>
<th>Morning (breakfast)</th>
<th>Mid-Morning (lunch)</th>
<th>Lunchtime (lunch)</th>
<th>Midday (dinner)</th>
<th>Post-Meal (desert)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:01 AM - 3:00 PM</td>
<td>$11.00</td>
<td>$12.00</td>
<td>$23.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Request for Actual Nightly Lodging Cost (If federal rate is exceeded)**

Check one to get the correct per diem rates.

<table>
<thead>
<tr>
<th>In-State</th>
<th>Out-State</th>
<th>Foreign/Other</th>
</tr>
</thead>
</table>

- [ ] Lodging costs temporarily unavailable, due to season demand or to special functions.
- [x] Government rates were requested and were not available at hotel where the conference is, AND

**Government rates are not available at another hotel OR**

**Remote location with limited accommodations within a reasonable distance from the convention hotel.**

Travel advance may be requested for foreign and student travel when travel arrangements cannot be made to pay with a UM procard.

For example, lodging, rental vehicle and fuel, ground transportation, anticipated personal vehicle mileage, flights, registration fees.

**Travel Advance Amt**

- [ ] In State
- [ ] Out State
- [ ] Foreign/Other

Check one to get the correct per diem costs. For foreign state rate, enter B: $7/L: $11/D: $18

<table>
<thead>
<tr>
<th>Index</th>
<th>Account</th>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M65432</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Travel</td>
<td>Advance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sample**

**Please Use A/P Direct Deposit if possible**

**Required**

- [ ] Do you wish to receive the meal per diem before you travel? If yes, enter below.

**Index Account**

- [ ] Only for Foreign & Student Travel. Advance requests must exceed $50, enter amount above.

**Do you wish to receive the meal per diem before you travel?**

**Please Use A/P Direct Deposit if possible**

- [ ] Yes
- [x] No

**Additional Info:**

Enter more details here, for example:

- "sharing transportation with so-and-so"
- "using David Affleck’s faculty fleet vehicle"
- "not claiming meal per diem or “all meals provided”"
- "lodging is camping, no fees expected"
- "Airfare and lodging to be paid from index M*****, vehicle rental and meal per diem to be paid from Mxxxxx".

**Prepared by:**

Required. In case we have questions

Title: __________________________ Date: __________________________

Phone: __________________________

I certify that I have accurately estimated ALL Business related costs to the best of my ability. The Total Trip Expense above is the maximum I am authorized to spend on travel.

The travel will be completed by the lowest reasonable cost method, and I will comply with all UM Travel and Procurement Procedures.

**Approvers:**

- [ ] Travelers Signature: REQUIRED traveler's wet-ink signature here
- [ ] Supervisors Signature: REQUIRED supervisor's / grant PI's wet-ink signature here

**FCFC Electronic approval policy:**

- WET-INK SIGNATURES ARE ALWAYS PREFERRED AND RECOMMENDED
- E-mail approvals are accepted when the traveler and/or supervisor/PI is not on campus to sign, i.e. is traveling for an extended period of time.

**E-APPROVAL REQUIREMENTS**

Send your RAT to your supervisor in an email saying:

- Please review the attached travel document, and if correct, approve by replying "I approve" to this email. Details below:

<table>
<thead>
<tr>
<th>TRAVELER NAME</th>
<th>John Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS PURPOSE</td>
<td>Meeting with Bill Jones/BLM</td>
</tr>
<tr>
<td>DESTINATION</td>
<td>Deer Lodge, MT</td>
</tr>
<tr>
<td>DEPARTURE DATE</td>
<td>09/01/2018</td>
</tr>
<tr>
<td>RETURN DATE</td>
<td>09/02/2018</td>
</tr>
<tr>
<td>INDEX</td>
<td>Mxxxxx</td>
</tr>
<tr>
<td>TOTAL EXPENSE</td>
<td>$***</td>
</tr>
<tr>
<td>ADVANCE DUE</td>
<td>$***</td>
</tr>
</tbody>
</table>

Revised: 04/2016
**SAMPLE**

**Travel Expense Report**

- Employee
- Student
- Foreign
- Group

**Check all that apply**

*make sure your address matches the one in Cyberbear*

<table>
<thead>
<tr>
<th>Mode of Travel</th>
<th>Start</th>
<th>Stop</th>
<th>The Trip</th>
<th>Auto-Calc</th>
<th>Per Diem Lodging</th>
<th>Per Diem Meals</th>
<th>Out of Pocket Expenses</th>
<th>Amount</th>
<th>Daily Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deer Lodge, MT</td>
<td>85000</td>
<td>85100</td>
<td>100 0.262</td>
<td>$26.20</td>
<td>$65.00</td>
<td>$0.00</td>
<td>$82.00</td>
<td>$116.20</td>
<td>17.00</td>
<td></td>
</tr>
<tr>
<td>Deer Lodge to Missoula, MT</td>
<td>8/4/2018</td>
<td>8/5/2018</td>
<td>0 0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Out of Pocket Expenses $25 or greater must have original receipts attached. Copies of all Procard receipts must be attached.**

**This form must be completed and filed within two months (60) days after incurring the travel expenses, otherwise the right to reimbursement will be waived.**

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Reimbursement Waiver: If you want to waive anything, please enter the amount in this section, initial and date.

When waiving per diem, please include all meals that you are eligible for above, then waive the amount not claimed.

Travelers' Initials: J.A.

Date: 8/15/18 Waived $ 40.00

**Auto-calc**

Total Travel Expenses

Less Total Amount Paid through Banner Finance

Less Total Amount Charged on UM Procard

Less Per Diem Received in Advance

Less Advance Received

Amount Due Employee

$132.40

---

**Travel Expense Report**

### Itemization of UM Procard Charges

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Name on Procard if Different</th>
<th>Amount</th>
<th>Date</th>
<th>Item</th>
<th>Name on Procard if Different</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/18</td>
<td>Airline</td>
<td>Affleck, David</td>
<td>$64.30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/4/18</td>
<td>Per Diem Lodging</td>
<td>Rothell, Marie (admin)</td>
<td>$130.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/11/18</td>
<td>Registration fee</td>
<td>Rothell, Marie</td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/4/18</td>
<td>Rental Vehicle</td>
<td>Rothell, Marie</td>
<td>$300.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Banner documents processed**

<table>
<thead>
<tr>
<th>Doc #</th>
<th>TBD</th>
<th>Description</th>
<th>Affleck Fleet vehicle</th>
<th>UM Motorpool vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>136.25</td>
<td></td>
<td></td>
<td>$136.25</td>
<td>$233.00</td>
</tr>
</tbody>
</table>

**FCFC Electronic approval policy:**

- **E-APPROVAL REQUIREMENTS**
  - If supervisor signature is required, send your TER to your supervisor in an email saying: "Please review the attached travel document, and if correct, approve by replying “I approve” to this email. Details below:"