TRAVEL POLICIES & PROCEDURES

CFC HANDOUT – Fall 2016

Policies and Procedures:


Please coordinate with your department administrative associate to arrange travel and prepare travel paperwork.

MEAL PER DIEM-EMPLOYEES/STUDENTS/NON-EMPLOYEES

- A meal per diem allowance may be obtained by UM employees and students in travel status if the total is over $50. If the meal per diem is less than $50 you will need to submit this on your travel expense report to be reimbursed.
- Meal per diem advances need to be submitted on your Request and Authorization to travel and entered into GrizMart for processing. Allow a minimum of 10 Business days processing time. (Please change your GrizMart cart name to the departure date and per diem to help with processing)
- Accounts Payable issues checks once a week on Thursday. Checks are mailed to the travelers’ home address. Signing up for Direct Deposit Application and Authorization for Accounts Payable is encouraged. (reimbursement DD form is a different form than the payroll DD form)
- The UM Procard CANNOT be used to pay for travel per diem meals.
- The meal per diem rates have been established by the State of Montana based on a fixed rate and travel times.
- Travelers do not need to submit receipts for in-state and out-of-state meal per diem. Meal receipts are required for foreign travel if above state per diem rate.
- 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 while traveling on state business, 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.
- In-State travel is considered any travel that occurs within or to the State of Montana.

Meal Per Diem

In be eligible for reimbursement for travel meals you must have been in travel status for at least three (3) continuous hours within one of the following time ranges:
<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>

- Travel is considered to be out-of-state from the time a flight is boarded with a destination outside of Montana.
- Travel status for airline travel begins 1 ½ hours before the flight departure time.

**ALLOWABLE TRAVEL COSTS**

<table>
<thead>
<tr>
<th>Description</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Out-Of-Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Mileage Reimbursement</td>
<td>.26 cents/mi.</td>
<td>.26 cents/mi.</td>
<td></td>
</tr>
<tr>
<td>Private Vehicle – use requirement met</td>
<td>.54 cents/mi.</td>
<td>.54 cents/mi.</td>
<td></td>
</tr>
<tr>
<td>For the first 1,000 miles</td>
<td>.51 cents/mi.</td>
<td>.51 cents/mi.</td>
<td></td>
</tr>
<tr>
<td>After the first 1,000 miles</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MEALS (maximum allowable)**

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Foreign Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast 12:01am – 10am</td>
<td>$5.00</td>
<td>$11.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Lunch 10:01am - 3pm</td>
<td>$6.00</td>
<td>$12.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>Dinner 3:01pm - 12 pm</td>
<td>$12.00</td>
<td>$23.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>Full Daily Allowance</td>
<td>$23.00</td>
<td>$46.00</td>
<td></td>
</tr>
</tbody>
</table>

To be reimbursed up to the Maximum Federal Rate per meal, itemized receipts in US dollars must be.
In order to claim reimbursement for a meal, the traveler must have been in travel status for at least three (3) continuous hours within meal time ranges.

**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.

**OUT-OF-COUNTRY TRAVEL-EMPLOYEES/STUDENTS/NON-EMPLOYEES**
• Any travel outside of the 50 United States is considered Out-of-Country/Foreign Travel.

Foreign meal per diem rates established by the State of Montana: Section 2-18-501(4) MCA are:

Breakfast - $7          Lunch - $11          Dinner - $18          Total Daily - $36

Nightly Lodging - $155

• If the daily meal or lodging costs exceed the rates established by the MT State Statute the employee, student, or non-employee may be reimbursed for the actual meal and lodging expenses up to the daily maximum established by the United States Department of State for that specific area. With itemized receipts. Rates are available here: Rates Link http://aoprals.state.gov/content.asp?content_id=184&menu_id=788.

• NOTE: Itemized receipts must be submitted with the converted US dollar amount written on them. 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.

• Grants must also follow the travel guidelines of their contract and their granting agency as well as University of Montana travel policies.

• If you are traveling using grant funds, you must be in compliance with the “Fly America Act” using a US Flag air carrier service.

• Rental Cars: When traveling in foreign countries, additional insurance coverage should be accepted through the rental agency.