

# UM Travel Quick Reference Guide for UM Business Travel

All airline tickets, hotel and taxes, and rental car contracts for EMPLOYEE travel must be purchased with a UM Procard.

## Items traveler must consider and be in compliance with:

### Paper Work Required and Time Frames:

- A "Request and Authorization to Travel" form should be completed and authorized before a trip begins.
- Travel expenses reports must be submitted to Business Services within 30 days of the conclusion of the trip. Please be sure to attach all copies of the procard receipts and any original receipts for miscellaneous expenses over \$25.
- Please refer to the Travel Policy – Summary Chart for Allowable Travel Costs.

### Transportation:

- Transportation should be the most economical in terms of direct cost to the U of M and employee's time away from the UM. All commercial air travel should be by the least expensive service available.
- Private vehicle IRS reporting requirements are that you must document miles driven be either reporting daily on your expense report listing date, driven from, driven to, the miles driven, rate and total amount to be reimbursed. If you prefer you may keep a separate log containing this same information and attach to the travel expense report. Mileage must be submitted monthly. When calculating personal vehicle mileage, please refer to the Montana Department of Transportation distance calculator to calculate trip distances for Montana Destinations. <http://www.discoveringmontana.com/doa/doatravel/travelmain.asp> If the distance calculator doesn't have the city you are traveling to listed use MapQuest or Yahoo maps to calculate distance. The reported distance will be verified.
- When traveling from campus, employees should use a transportation services vehicle whenever possible.
- Rental cars must be paid using a UM Procard. Additional comprehensive/collision insurance coverage should be refused as you are covered by The University of Montana and Visa for these costs. Rental car gas should be put on the Procard.
- **Personal car gas may not be put on the UM procard; mileage should be submitted on the travel expense report.**

### Meal Per Diem:

- Meal Per Diem's can be issued in advance if requested. Receipts are not required. Meals are reimbursed according to the per diem rates established by the State of Montana only. Departure and return times are used to compute meal reimbursements; and employee must be in travel status for at least three (3) continuous hours within time ranges to qualify for reimbursement.
- Reimbursement for day trips is determined by the travel shift. A travel shift is defined as the period of time beginning one (1) hour before an employee's regularly assigned work shift commences and ending one (1) hour after the work shift terminates. Only one (1) meal may be claimed by an employee per day when all travel is performed solely within the confines of an assigned travel shift. Reimbursement for meals without an overnight stay is considered to be a benefit by the IRS and will be reported to Human Resources for taxation.
- **The UM Procard CANNOT be used to pay for meal charges.**

### Hotel/Motel:

- All Hotel/Motel room charges and taxes must be paid with the UM Procard. A copy of the detailed hotel receipt must accompany the travel expense report. Use your personal card for incidentals/ Personal Charges.
- Non receipted lodging will be reimbursed at \$12 per day.
- Lodging rates must be in accordance with the Federal per diem room rate for the location involved, plus taxes. If rates were requested however not available you must answer the questions on the "Request and Authorization

to Travel” form or complete “Request for Reimbursement of Actual Lodging Costs” form and send with the travel expense report.

**Other Information:**

- Group Travel is where a group of 4 or more are traveling together and one traveler is designated as the prime traveler and is responsible for paying for the expenses incurred on the trip as well as reimbursement for all travel expenses.
- Out-of-Country travel is defined as all travel occurring outside the boundary of the United States. Travel to Canada, Mexico, US possessions and territories is considered out-of-country travel.
- Miscellaneous Expenses must be itemized and a receipt supplied if over \$25. Gas for a rental car is not a miscellaneous expense and if paid for out of pocket a receipt needs to be supplied.
- All reimbursements will be mailed to the employee’s home address or be directly deposited if that option has been requested.