



CENTRAL SERVICE AREA AUTHORITY

TRAVEL EXPENSE VOUCHER POLICY

VOUCHERS:

Central Service Area Authority board members are expected to fill out a travel voucher for every month traveled. Please put **one month only** on a travel voucher. For budgeting purposes, travel vouchers must be turned into the Treasurer on a monthly basis. Vouchers received after the Fiscal Year has ended will not be processed.

REQUIRED INFORMATION:

- Dates of travel
- Times of travel (Both depart and return times)
- Destination
- Reason for travel

Vouchers will NOT be processed unless ALL of these fields are completed.

MEALS:

Board Members will only be reimbursed at the meal allowance stipulated – NOT for actual expenses

• In- State:

Breakfast \$ 5.00
Lunch \$ 6.00
Dinner \$12.00

Total = \$23.00 (including tips)

No meal reimbursements will be made if the meal is covered in the cost if offered as part of the meeting/training.

MEAL ALLOWANCE DURING TRAVEL:

Section 2-18-502(1) MCA, defines a travel shift as beginning one hour before, and ending one hour after an employee's regular scheduled work shift. The time range determines eligibility for a meal allowance. The board member may not stop and eat to 'extend' their normal travel shift by the amount of time it takes to eat a meal in order to receive reimbursement. A member must be in travel status for more than three consecutive hours within a time range to receive a meal allowance:

12:01am-10:00am breakfast
10:01am-3:00pm lunch

3:01pm-12midnight dinner

TRANSPORTATION:

Carpooling when available is encouraged to attend meetings.

Personal vehicle: Reimbursement based on mileage at the State per diem rate.

LODGING:

The use of the approved Direct Bill sites are encouraged since we have a billable account with those locations.

Itemized receipts are required. A copy of the room invoice or statement will need to be provided to the Treasurer during the meeting following the time stayed.

All lodging expenses (in-state and out-of-state) follow the recommended GSA rate as applicable at the time of travel:

- According to cities, towns and counties listed on the GSA website.
- All others \$70 per day before tax.

Variations from this rule will only be approved if the board member can demonstrate that doing so is financially advantageous to the committee

TRAVEL ADVANCES:

Travel advances must be submitted on the customary Travel Voucher. All of the same rules regarding travel justification and documentation apply. Board members are required to return all itemized receipts for lodging and miscellaneous expenses at the time of the meeting. Travel advances are handled on a case by case basis approved by the Board.

JUSTIFICATION FOR EXTENDED TRAVEL:

Justification for extended travel is necessary when:

The committee member plans to extend travel for vacation purposes. The committee member is responsible for any and all additional expenses related to this type of extended travel. **Extended travel justification must include all documentation demonstrating differences.**

DOCUMENTATION REQUIREMENTS:

Requirements for documentation to attach to each travel related claim (i.e. credit card statement, registration, receipts, travel vouchers and travel advances)