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## Governor’s Office of Community Service

PO BOX 200801

HELENA, MONTANA 59620

406-444-1809

## Travel Reimbursement Form Out of State

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Travel and Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage and Meals will be reimbursed per State of MT Travel Policy.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Depart (start) time | Arrive (end) time | Meals allowed | Meals provided |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Registration for \_\_\_\_\_\_\_\_ person/people = $ \_\_\_\_\_\_\_\_\_\_ (receipt and agenda must be included)

Mileage if applicable (round trip): \_\_\_\_\_\_\_\_ x .575 cents per mile = $\_\_\_\_\_\_\_\_

Airfare: $ \_\_\_\_\_\_\_\_\_\_ (receipt must be included)

Lodging: $ \_\_\_\_\_\_\_\_\_\_ Lodging reimbursement is based on State of MT Policy (receipt must be included)

Other expenses: $ \_\_\_\_\_\_\_\_\_\_ (parking, ground transport, etc. receipts must be included)

Description of Other Expense(s):

Meal reimbursement total: $\_\_\_\_\_\_\_\_\_\_ (Breakfast: $13; Lunch: $14; Dinner: $23). If meals are provided, deduct from Meal reimbursement total. Meal reimbursement is based on State of MT Policy.

Documentation required: registration; transportation, lodging and other expenses receipts; conference/training agenda

Attendee Signature: Date: \_\_\_\_\_\_\_\_\_\_

Supervisor Approval: Date: \_\_\_\_\_\_\_\_\_\_

**Determination of Meal Allowance**

**A. Travel Shift**

Section 2-18-502(3), MCA, defines "travel shift" as beginning one hour before and

ending one hour after an employee's regular scheduled work shift. An employee

may claim only one meal (midday) if travel takes place within their assigned travel

shift. An employee is entitled to two meal allowances during a 24-hour calendar

day if they depart within their travel shift but return outside the shift; or depart

before their assigned travel shift and return during the travel shift.

When travel is totally outside the employee's travel shift, eligibility for a meal

allowance is governed strictly by the time ranges for each meal.

For example, if an employee travels to Billings from Helena and leaves at 5:00

a.m. to attend a 9:00 a.m. meeting that lasts until 5:00 p.m., then returns to Helena

at 9:00 p.m., and their normal working hours are 8:00 a.m. to 5:00 p.m., they are

entitled to all three meals since they are in a travel status for more than three

continuous hours in each of the time ranges referenced in B below, and their travel

status covers their entire travel shift.

**B. Time Ranges**

The time ranges determining eligibility for meal allowances are established in 2-

18-502(1), MCA. To claim an allowance for a meal, an employee must be in travel

status for more than three continuous hours within one of the following time

ranges:

**Time Range Meal Allowed**

12:01 a.m. to 10:00 a.m. Morning Meal

10:01 a.m. to 3:00 p.m. Midday Meal

3:01 p.m. to midnight Evening Meal

Each time range must be considered separately when applying the more-than-three-

continuous-hour rule. More than three continuous hours in any one time

range is at least 181 minutes.

For example, if an employee regularly works 8:00 a.m. to 5:00 p.m., their

qualifying travel shift begins at 7:00 a.m. and ends at 6:00 p.m. If they travel from

7:00 a.m. to 2:00 p.m., they receive a meal allowance only for the midday meal,

because the midday meal time range is the only range where they are in a travel

status for more than three continuous hours. Their travel status is one minute

short of meeting the time range requirement for the morning meal. If they start

their travel status no later than 6:59 a.m., they meet the requirements of the more than-

three-continuous-hours rule for the morning meal as well, as they are

traveling during this period for 181 minutes (180 minutes equals three hours).

They also satisfy the travel shift requirement for reimbursement of two meals by

leaving before the start of their travel shift and returning within their travel shift.

An employee cannot claim a meal allowance if they stop to eat, and because of

the stop, extend their travel shift into the next allowed meal time range. By

stopping they have artificially extended their travel into the next time range and

this will result in denial of any claim for that range's meal allowance.

For example, consider an employee with regular work hours of 8:00 a.m. to 5:00

p.m. that leaves Helena at 8:00 a.m. to attend a meeting in Butte at 9:00 a.m. The

meeting ends at 4:00 p.m. and, if the employee heads immediately back to

Helena, they can be home by 5:30 p.m. They are in a travel status for 2½ hours in

the evening meal time range – which is not long enough to qualify them for the

evening meal. Suppose the employee chooses to stop for dinner before returning

to Helena, and does not reach home until 6:30 p.m. They are in a travel status for

3½ hours in the evening meal time range (from 3:00 p.m. to 6:30 p.m.) but the

unnecessary stop for an early dinner was what caused the employee to be later

than expected in returning to Helena. This voluntary act postponed their return to

Helena and could have been avoided. A claim for an evening meal

reimbursement for this trip will be denied.

**V. Meal Rates**

**B. Out-of-State Meal Rates**

Section 2-18-501(2), MCA, establishes the following out-of-state meal allowances:

Morning meal $13.00

Midday meal $14.00

Evening meal $23.00

Total per day $50.00