PROCEDURE:

I. Foreign Travel:

A. Travel Authorization:

1. The Travel Authorization form is a request and justification required for all MSUB employees or ASMSUB student government employees who wish to travel outside of the city limits.

2. No expenditures should be made towards a trip until the travel authorization is on file in Business Services.

3. The form is available under campus forms on the University website under faculty/staff.

4. Student Travel:

   a. The student individual/group is required to fill out a student travel form.

   b. The student travel form must be routed for approval; all student travel must have final approval from the Student Affairs Vice Chancellor.

   c. Advances may be requested on the student travel form. The form must be completed and in Business Services well in advance of the trip for processing of the advance.

B. Travel Advances:

1. Travel advances may be obtained by MSUB employees or ASMSUB students to avoid hardship or undue strain on personal finances.

   a. Applications for travel advances should be filed with Business Services at minimum 14 days in advance of the departure date.

   b. Advances will not be given for amounts less than $50.00.

   c. A travel advance may be denied to anyone abusing this privilege or who has not followed the designated time schedules for application or filing dates.

   d. A travel advance is for the convenience of the traveler and is an advance expenditure of travel.

   e. The travel advance request must be approved and funded in the same manner as any claim.

   f. The correctly completed original Travel Authorization form is required to process the travel advance.
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h. If a trip is canceled after an advance is received, the advance should be repaid in full to Business Services no less than 10 days after cancellation. The advance cannot be used for another trip.

i. Do not deposit the funds directly back to your index.

j. Under no circumstances should the travel advance given to you for a cancelled trip be used for another trip or any other University business.

C. Travel Expenses:

1. Reimbursable travel expenses include only those expenses incurred while traveling on official State business.

D. Travel Expense Voucher:

1. Travel Expense Vouchers must be filed within 30 days after the trip has been completed. Failure to do so may lead to denial of future advances, failure to file after 90 days will require the traveler to repay the advance in full. Original receipts must accompany the Travel Expense Voucher with detailed information for all allowable expenditures. If a travel advance was received, it must be recorded and deducted from the gross amount of expenditures. If the expenditures exceed the advance, a final reimbursement will be issued to the traveler. If the travel advance exceeded the expenditures, a deposit reimbursing the state MUST accompany the Travel Expense Voucher.

2. TRAVEL EXPENSE VOUCHER INSTRUCTIONS--With each travel expense voucher is a complete set of instructions. To speed up processing time, please submit the information in the following order:

a. Complete the MSUB Travel Expense Voucher online. The current rates for reimbursement are available on the form.

b. The original receipts are required. If the receipts are small, it helps to tape them to an 8 1/2 x 11 sheet of paper. More than one receipt may be attached to the same sheet.

c. If a reimbursement is owed to the University, staple check or the cashier’s receipt to the Travel Expense Voucher. If payment or receipt does not accompany the travel expense voucher, your account receivable with the University will be billed for the amount of the overpayment. Payment to the University is due immediately.

E. Registration of Foreign Travel: The Montana State University shall maintain a computer based Travel Registry for international travel for all of its affiliated campuses. The Registry will allow the universities to identify and assist all university travelers in an emergency and provide travelers helpful information prior to departure. The computer based Travel Registry must be available no later than October 1, 2014.

1. Campuses will maintain paper documentation of international travel until the computer based Travel Registry is in place.

2. Each campus shall establish an international travel review committee which will be responsible to review and approve any travel to a country with a U.S. State Department Travel Warning or which raises serious safety concerns or may be outside insurance coverage areas.

F. Required Documents:

1. All campuses will maintain the following information for each trip:
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a. The list of participants, their contact information abroad and emergency contact, and passport numbers

b. Travel itinerary

c. Evidence of required medical and emergency evacuation and repatriation insurance coverage.

G. Other Requirements:

1. Students engaged in university sponsored International Travel are subject to the campus Student Conduct Code and any other rules of conduct established for the trip. Failure to comply with conduct rules will result in dismissal from the trip and a requirement to return to the university or the student’s home.

2. Each campus will establish a process for pre-trip orientation sessions for students.