POLICY:

I. Travel Policy:

A. The Legislature creates laws governing travel, the Montana Department of Administration prescribes regulations to follow, and the effective managerial controls and enforcement rest with Montana State University Billings.

The two references with information regarding state employees' travel are:

1. Montana Codes Annotated (MCA) - Title 2, Chapter 18, Part 5.

B. Personal contact is often the most economical and practical method of achieving effective communication and objectives. However, an employee should follow these guidelines when considering travel:

1. All travel will be approved in advance, including expenditures for the trip. All travel expenditures must be at the lowest most economical cost to the state. Approval for travel is authorized by the department head or designated representative. If the fund controller is not the same person than that person should sign the travel authorization too.

2. The number of personnel attending a given function requiring travel will be held to the absolute minimum.

3. Transportation will be the most economical in terms of direct cost to the State and the employee's time away from the office. All commercial air travel will be by the least expensive service available. Trips should be scheduled to avoid unnecessary backtracking and overlapping.

4. Employees using automobiles in an approved travel status will obey all posted speed limits and will make every effort to maximize the benefits to the State.

5. Although Montana State University Billings is encouraged to assist and support other states and organizations, Montana cannot do so at its own expense. Therefore, only travel that will benefit the State of Montana will be allowed. If another state or organization is willing to pay travel costs for a Montana State employee for lecturing or providing other assistance, the department head may contribute the employee's personal service costs to the project.

6. The State of Montana will not pay any employee's travel costs to attend a function that does not benefit the State. To promote employee initiative and efforts of self-improvement, the department head may provide an employee time off with pay to participate in the desired function.