

Policy Number: 215.0

Policy: Travel

Effective Date: 3/2013

Revision Date: 4/2019

Approved by: Business Services Director

PROCEDURE:

I. Travel Procedure:

A. Travel Pre-Approval:

1. The Travel pre-approval is a request and justification required for all MSUB travelers who are requested to travel outside of the city limits.
2. The Travel Authorization for Student groups is available under campus forms on the University website under faculty/staff.
3. All Faculty/Staff are required to use Chrome River Pre-Approval prior to traveling.

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 least 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 for students. Advances requested in Chrome River for Faculty/Staff will be process when the per-approval has been completed and will be released to the traveler 15 days before they leave.
 - g. No expenditures should be made towards a trip until the travel pre-approval or authorization is on file in Business Services.
 - 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.

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- 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 Report:

1. Travel Expense Reports must be completed in Chrome River within 10 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. Receipts must accompany the Travel Expense Report 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 Report.

2. TRAVEL EXPENSE REPORT

- a. Complete the MSUB Travel Expense Report through Chrome River. Utilize the quick help guides on the business services intranet page.
- b. The detailed/itemized 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 and scanned to Chrome River. Or by using the Chrome River Snap App.
- c. If a reimbursement is owed to the University, a payment can be made via the cashier or online. If payment or receipt does not accompany the travel expense report, your account receivable with the University will be billed for the amount of the overpayment. Payment to the University is due immediately and any unpaid funds will be removed from future reimbursements or advances.

E. Team Travel:

1. State per-diem travel rates will not be applicable to intercollegiate team travel.
2. Coaches traveling with the team are expected to file individual Travel Pre-Approvals and Travel Expense Reports for reimbursement and follow all State guidelines. The coach expenses should not be included in the team (student/athlete) travel.
3. When team members are advanced cash in order to pay for their own meals, individual receipts will not be required; however, athletics will be required to submit a list of names and amounts individually received by the student athlete. Each student will be required to sign.

F. Student Travel:

1. The student individual/group is required to fill out a student travel form.
2. The student travel form must be routed for approval; all student travel must have final approval from the Vice Chancellor for Student Access and Success.

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3. 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.
- G. Foreign Travel:
1. As part of the Montana State University International Travel Policy, all MSUB students, faculty, and staff traveling internationally that is organized, sponsored or supported by the University, must register their travel. ****Please note these will redirect to our Bozeman sites****
 - a. To read the policy, please visit http://www.montana.edu/policy/international_travel/
 - b. To Register your International Travel [Click Here](#)
 2. **International Travel Insurance:** It is required that each traveler secure international travel insurance, as personal and/or MSUB University insurance plans may not cover policy holders while traveling internationally, even if traveling on behalf of the University (refer to your Plan administrator). In compliance with the MUS System directive, the MSU Office of International Programs (OIP) offers international travel insurance through GeoBlue which offers affordable options to University Faculty, Staff and Students traveling abroad.
 - a. Access the GeoBlue international travel insurance website [HERE](#).