

Policy Number: 216.0

Policy: Travel Authorization

Effective Date: 3/2013

Revision Date: 3/2013

Approved by: Business Services Director

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 .
2. Montana Operations Manual (MOM) – Policy 1910 Employee Travel.

II. Travel Pre-Approval:

- A. An approved travel pre-approval must be on file through Chrome River at minimum two weeks before any expenses related to that travel are incurred. For example:
1. registration fees,
 2. advance accommodations,
 3. airline fares, etc.
- B. A travel pre-approval must be completed for all travel outside of Billings city limits.
- C. An employee should not expect to receive a travel advance before the last working day prior to traveling.
- D. Before beginning reimbursable travel with a group of students, a team/student travel form must be completed. A student/group travel authorization is available in the Vice Chancellor of Student Affairs' office.