

Policy Number: 217.0

Policy: Travel Expense Report

Effective Date: 3/2013

Revision Date: 3/2020

Approved by: Business Services Director


POLICY:

- I. 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 Expense Report:

- A. Chrome River is the new software for managing employee travel and expense receipts. Additional resources and quick guides are available at the Business Services Chrome River Help Guides page.
- B. Go to the  Chrome River login page and use the single sign on with your NetID and Password to access Chrome River.
- C. All student travel will continue to use the Student Travel Authorization and Travel Expense Voucher as described below. Original receipts must be presented to receive reimbursement, including Conference Registration forms.
- D. Airfare must be charged to a MSU Billings Purchasing Card.
- E. Travel reimbursement requests should be filed within 30 days of travel and repayments of travel advances should be paid to MSU Billings within **10** days of the completion of travel. According to the Administrative Rules of Montana, an employee who does not file for reimbursement within 90 days after incurring the expense waives the right to reimbursement.
- F. Before beginning reimbursable travel with a group of students, please complete a student/group travel authorization form or the TEAM Travel Authorization.
- G. The traveler should not expect to receive a travel advance before the last working day prior to traveling and should not be used for lodging or vehicle rentals.