

Travel Guidelines: Mileage, Per Diem Meals, Lodging Rates, & Rental Vehicles

Steps for Travel

1. Complete the "Request and Authorization to Travel" form and forward to Accounts Payable with appropriate signatures **prior** to start of travel.
2. Prepay registration fees either by Procard or forward registration form to Accounts Payable
3. Purchase Airline tickets, pay for Hotel/Motel & taxes and Rental car & rental car fuel with the Procard
4. Submit a Travel Expense Report within **30 days after conclusion of travel**. Employees who do not file for reimbursement of travel costs within 3 months after incurring the expense waive their right to reimbursement.
5. If Travel Authorization is not on file before travel concludes the traveler may forfeit all claims.

Please note that the max allowable miscellaneous expenses without a receipt is less than \$25

Mileage

Personal Mileage Reimbursement - Effective January 1, 2020

Private Vehicle *Qualifications <u>not met</u> - have Directors approval	0.277	cents per mile
Private Vehicles *Qualifications met	For the first 1,000 miles	0.575 cents per mile
Private Vehicles *Qualifications met	After 1,000 miles	0.545 cents per mile

Reminder

Per policy, "High Rate" or "Low Rate" mileage reimbursement *should only* be used if the following circumstances are met: a motor pool vehicle or other state-owned or leased vehicle is not available, use of personal vehicle is considered to be in the best interest of the state, or Legislators and members of the general public are traveling on official state business. If one of the above qualifications is not met, and the Director of your Department approves the use of your personal car, the "Standard Rate" of .277 cents per mile should be used.

*Qualifications can be found in MOM manual Section 2-18-503

1. A motor pool vehicle or other state owned or leased vehicle is not available and:
[Authorization from the Motor Pool department must be on file with Acct Payable before travel begins](#)
2. The use of a personal vehicle is determined to be in the best interest of the State

Meals

<u>Meals (maximum allowable)</u>	<u>In-State</u>	<u>Out-of-State</u>	<u>Foreign Travel</u>
3 hours or less	None	None	None
<u>Greater than 3 hours & at least 3 hours within each of the ranges below:</u>			
Breakfast 12:01am- 10am	\$7.50	\$13.00	\$7.00
Lunch 10:01am- 3pm	\$8.50	\$14.00	\$11.00
Dinner 3:01pm- 12pm	\$14.50	\$23.00	\$18.00
Full daily allowance	\$30.50	\$50.00	\$36.00

Lodging

<u>Lodging</u>	<u>In-State</u>	<u>Out-of State</u>	<u>Foreign Travel</u>
Max Allowable (receipt required)	\$96 plus tax	\$96 plus tax	\$155

Note: The maximum allowable without a receipt is \$12.

In-State Lodging

The following tables show lodging rates for Montana high-cost counties listed on the federal GSA website. The lodging rates listed in the tables apply to the entire county.

Rates for October 1, 2019 – September 30, 2020

High-Cost Counties	Maximum Lodging Rate	
Missoula	October 1 – June 30	\$102
	July 1 – August 31	\$141
	September 1 – September 30	\$102
Flathead	October 1 – June 30	\$ 96
	July 1 – August 31	\$164
	September 1 – September 30	\$ 96
Gallatin	October 1 – May 31	\$ 113
	June 1 – September 30	\$225
Lewis & Clark		\$ 103
Silver Bow		\$ 96
If a county is not listed, the federal standard per night rate of \$96 is used for the entire county.		

Out-of-State Lodging

The federal standard per night rate also applies to out-of-state lodging unless the city is in a high-cost county. Other state high-cost counties are available on the federal GSA website. If the city is not listed but the county is, the lodging rate listed applies to the entire county. If neither the city nor the county in which the city is located is listed, then the federal standard rate is used for that area. To visit the GSA website, go here <https://www.gsa.gov/travel/plan-book/per-diem-rates>, and select the state you will be visiting.

Foreign

Any travel outside of the 50 United States is considered Out-of-Country/Foreign Travel. If the daily meal or lodging costs exceed the rates established by the MT State Statute the employee, student, or non-employee may be reimbursed for the actual meal and lodging expenses up to the daily maximum established by the United States Department of State for that specific area. With itemized receipts. Click the link below.
https://aoprals.state.gov/web920/per_diem.asp

NOTE: Itemized receipts must be submitted with the converted US dollar amount written on them. If meal receipts are not included you will be paid the state foreign per diem rate. Per Diem advances will be issued at \$36/day and any difference will be reimbursed upon completion of travel.

Foreign Travel using Grant Funding

If travel is being paid with Grant Funding, the traveler must be in compliance with the "Fly America Act" using a US flag carrier service. Airline tickets purchased for out of country travel must be pre-approved by the Office of Research & Sponsored Programs-Grant Accounting before the purchase is completed.

Rental Vehicles

- All rental vehicle costs should be paid using a Procard and should be secured using one of the State of Montana term contracts that are in place with **ENTERPRISE/NATIONAL** and **HERTZ**.
- Do Not Accept additional Liability & Comprehensive/Collision insurance when renting through Enterprise/National & Hertz.
Travelers are automatically covered through the State of Montana (via Term Contract) & Visa
- Remember to use your Procard when renting a vehicle, as Visa provides additional insurance.
 - Foundation funded purchases should never be charged to a Procard.
- Rental vehicles should be refueled prior to return.
- Rental vehicle fuel should be charged to a Procard.
- If the rental vehicle contract is longer than 30 days, please notify the Campus Risk Management Coordinator.
- If there is an accident/damage, you must notify the Campus Risk Management Coordinator immediately.

Rental Vehicles through Enterprise/National:

The State of Montana has signed a contract with Enterprise/National to provide reduced rates for those travelling while conducting official state business. This applies to both in-state and out-of-state travel, though in-state rentals should be limited to instances where Motorpool is unable to provide the necessary vehicle(s). **Do Not Accept additional liability & comprehensive/collision insurance when renting through Enterprise/National.** Travelers are automatically covered through the State of Montana, as Enterprise/National participates in the state term contract. If you purchase additional liability & comprehensive/collision insurance when renting through Enterprise, this cost may not be put on the Procard or paid by Montana Tech.

[Montana Term Contract No. NVP 9408_Enterprise](#)

Enterprise Rental Procedure:

1. Go to www.enterprise.com
2. Fill in rental information. On the bottom there is a section called "Optional: Coupon, Customer, or Corporate Number. Use corporate number **XZ63UMT**.
3. Click Search
4. On the next screen where it asks for a 3 digit pin, enter **MTM**
5. Click Sign In
6. Once you submit you will be given the contracted rates and the option to select the type of car you would like to rent.
Refer to policy: Do not purchase additional liability & comprehensive/collision
7. Double check your reservation to ensure it is booked correctly with corporate number/discounted rate applied.

If you choose to make an Enterprise reservation **by phone or in person**: Be sure to clarify that you're renting for Montana Tech/State of Montana business, ask for the discounted state rate, and reference the corporate number above.

Enterprise Business Rentals Toll Free: 1-877-881-5500

Enterprise Local Butte Phone: (406) 494-1900

Rental Vehicles through Hertz:

The State of Montana has signed a contract with Hertz to provide reduced rates for those travelling while conducting official state business. This applies to both in-state and out-of-state travel, though in-state rentals should be limited to instances where Motorpool is unable to provide the necessary vehicle(s). Do Not Accept additional liability & comprehensive/collision insurance when renting through Hertz. Travelers are automatically covered through the State of Montana, as Hertz participates in the state contract. If you purchase additional liability & comprehensive/collision insurance when renting through Hertz, this cost may not be put on the Procard or paid by Montana Tech.

[Montana Term Contract No. NVP 9409_Hertz](#)

Hertz Rental Procedure:

1. Log-on to the "Hertz" website – [hertz.com](https://www.hertz.com)
2. Enter rental location, pickup and return day & time, select age.
3. Click "Enter a Discount or Promo Code."
4. Enter MT Corporate ID No. **66675** (in CDP code field)
5. Select "Business" & click "Yes" for company negotiated price. The system will automatically quote the State of Montana rates from contract.
6. Click "Book as Guest."
7. Select Car Type, and then the system will advance to choose extras.
8. Optional coverage will be offered.
Refer to policy: Do not purchase additional liability & comprehensive/collision
9. Enter Name, email address and if you have flight information, click submit.
10. A screen will appear with your confirmation, and you will also receive an email with your confirmation.
11. Double check your reservation to ensure it is booked correctly with corporate number/discounted rate applied.

If you choose to make a Hertz reservation **by phone or in person**: Be sure to clarify that you're renting for Montana Tech/State of Montana business, ask for the discounted state rate, and reference the corporate number above.

Hertz Rentals Toll Free: 1-800-704-4473

Hertz Local Butte Phone: (406) 782-1054

Hertz Local Mobile (406) 490-7786 (Ryan Brown, Owner - Call or Text)

Personal Property:

Personal property is not covered under the state's property insurance. When renting a vehicle from a car agency, individuals who wish to have their personal items covered during their travel may choose to do so at their own expense through the rental car agency or their personal insurance policy. This cost may not be put on the Procard or paid by the university.