

REIMBURSEMENT REQUEST FOR EDUCATIONAL EXPENSES OR INTERSTATE/INTERGOVERNMENTAL

ACTIVITIES (5-11-305, MCA) or LEGISLATOR DAYS FOR LEGISLATORS

Only spaces completed will be reimbursed.

Description of Event:

Event Date(s):

Event Location:

SALARY: Enter number of days of **SALARY** claimed*:
*if applicable per [5-11-305, MCA](#)

EXPENSES:

MEALS (number of meals claimed)

Breakfast

Lunch

Dinner

LODGING

Enter number of nights claimed

Lodging reimbursed at accepted rate for location per the [US GSA rates](#). Reimbursement for room and taxes only. Itemized receipt required. Credit card or bank statements not accepted.

**If your lodging rate exceeds the accepted GSA rate, you must fill out and submit the "[Request for Lodging Reimbursement at Actual Cost](#)" form.*

Lodging without a receipt is limited to \$12.00/day.
This is taxable income.

Enter # of nights claimed

MILEAGE

Enter total number of round-trip miles

AIR TRANSPORTATION

Commercial flight requires an itemized receipt.

Credit card or bank statements not accepted.

Private flight reimbursed at [2-18-503, \(4\), MCA](#).

Enter # of Nautical Miles

MISCELLANEOUS (Registrations/Taxi) (Itemized receipt required if \$25 or more)

Credit card or bank statements not accepted.

I CERTIFY THAT I AM ENTITLED TO REIMBURSEMENT FOR THE EXPENSES CLAIMED ON THIS FORM

Legislator Name

LSD Approval

Legislator Digital Signature

Date of LSD Approval

TIMELY SUBMISSION OF CLAIMS: Under state travel policy, requests for reimbursement of travel costs must be submitted within 3-months of incurring the expense or you waive the right to reimbursement.

The State of Montana travel policy can be found: <https://doa.mt.gov/employee-travel>.

Summary of Statutes Governing Travel Reimbursement:

[2-18-501, MCA](#)

Governs meals, lodging and transportation costs.
Establishes limits and authorizes reimbursement subject to proper documentation.

[2-18-502, MCA](#)

Governs computation of meal allowance.
Must be in travel status to claim meals.

[2-18-503, MCA](#)

Governs the mileage allowance.
Reimbursement is based on the current mileage rate, as allowed by the [IRS](#).
Private plane travel mileage is only for the nautical air miles.

Information submitted on this form may be subject to public disclosure under the [Right to Know](#) provision of the Montana Constitution and [Title 2, Chapter 6, part 10, MCA](#).