

## SECONDARY CONSTITUENT SERVICES REIMBURSEMENT REQUEST FOR MONTANA LEGISLATORS

Meeting Description: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

NOTE: The deadline for submission to get reimbursed by the next paycheck is 10am two Mondays before the next paycheck is cut. Refer to Payroll Calendar.

This column for Financial Office Use Only

**EXPENSES:**

**MEALS (insert number of meals claimed)**

Breakfast \_\_\_\_\_  
Lunch \_\_\_\_\_  
Dinner \_\_\_\_\_

IN-STATE	OUT-OF-STATE
8.25 _____	13.00 _____
9.25 _____	15.00 _____
16.00 _____	26.00 _____
TOTAL: _____	_____
62407/62410	62417/62430

**LODGING (insert number of nights claimed)**

Most locations - \$98.00/day plus applicable taxes  
Helena - \$107.00/day plus applicable taxes  
**(Itemized Receipt Required - CC or Bank Statements not accepted)**

\$12.00/day non-receiptable facility \_\_\_\_\_  
*This is considered taxable income*

**MILEAGE (# of miles stated at time of hire)**

Round trip miles, \$0.655/mile \_\_\_\_\_

**AIR TRANSPORTATION**

Commercial \_\_\_\_\_  
**(Itemized Receipt Required - CC or Bank Statements not accepted)**  
Private plane \$1.16/nautical mile \_\_\_\_\_

**MISCELLANEOUS (Registrations/Taxi)**

**(Receipt required if \$25 or more)** \_\_\_\_\_  
**(Itemized Receipt Required - CC or Bank Statements not accepted)**

62406/62408	62416/62418
62401	62411
62402	62412
62405/62809	62415/62809

**I CERTIFY THAT I AM ENTITLED TO REIMBURSEMENT BY THE STATE OF MONTANA FOR THE EXPENSES BY THE STATE OF MONTANA FOR THE EXPENSES RULES LISTED ON THE 2ND PAGE OF THIS FORM.**

Senator \_\_\_\_\_ Representative \_\_\_\_\_  
Public Member \_\_\_\_\_

Expense Total: _____
Org # _____
Total Claim: _____
Approval _____

Printed Name: \_\_\_\_\_

Signature (use ink if submitting hard copy): \_\_\_\_\_

Address: \_\_\_\_\_

**SPACES LEFT BLANK WILL NOT BE REIMBURSED.  
ATTACH REQUIRED RECEIPTS.**

**TIMELY SUBMISSION OF CLAIMS: Under state policy, you must submit a request for reimbursement of travel costs within 3 months of incurring the expense or you waive the right to reimbursement.**

**"5-2-302. Compensation and expenses when legislature not in session.** When the legislature is not in session, a member of the legislature, while engaged in legislative business with prior authorization of the appropriate funding authority, is entitled to:

(1) a mileage allowance as provided in 2-18-503;

(2) expenses as provided in 2-18-501 and 2-18-502; and

(3) a salary equal to one full day's pay at the rate described in 5-2-301(1) for each 24-hour period of time (from midnight to midnight), or portion of a 24-hour period, spent on authorized interim or administrative committee legislative business or as otherwise provided by law. However, if time spent for business other than authorized legislative interim or administrative committee business or business related to 5-11-305 results in lengthening a legislator's stay away from home into an additional 24-hour period, the legislator may not be compensated for the additional day."

### **Summary of Statutes Governing Travel Reimbursement**

Section **2-18-501** governs the reimbursement to persons in state service for the cost of meals, lodging and transportation. It establishes the limits listed on the front of the form and authorizes reimbursement of reasonable transportation costs and other necessary business expenses subject to proper documentation. All commercial air travel must be by the least expensive class service available. Tips are not reimbursable expenses.

Section **2-18-502** governs computation of meal allowance. Meal reimbursements are limited to the amounts shown on the form. A legislator attending an interim meeting is entitled to a midday meal allowance for that day regardless of the proximity of the meeting to home. Otherwise, members should be in a travel status to claim meals.

Section **2-18-503** governs the mileage allowance. Reimbursement is made for miles traveled in the performance of official duties. The rate is based on the current mileage allotment, as allowed by the IRS, for the first 1,000 miles and 3 cents per mile less for all miles thereafter traveled within a given calendar month. Members who use their own airplanes in the performance of official duties are entitled to collect mileage only for the nautical air miles actually traveled, at a rate of twice the mileage allotment for automobile travel.

The statutes discussed above authorize the Department of Administration to adopt rules governing travel expenses. Those rules are found in Title 2, Chapter 4, Sub-Chapter 1, Administrative Rules of Montana. Travel policy is found in the Montana Operations Manuals, Volume 1, Chapter 0300.

Travel authorizations and claims may be reviewed by appropriate legislative leaders and committee chairmen.

### **Guidelines for Evaluating Reasonableness of Claims Adopted by the Legislative Council**

The following guidelines are used to determine if time spent away from home reasonably falls within the context of authorized legislative business:

1. Overnight lodging is reasonable when the member would be required to leave home earlier than 6:30 a.m. or arrive home later than 6:30 p.m. in order to have attended all of the meeting or have conducted all of the authorized legislative business. To compute whether this would be required, an average travel speed (overall, including incidental stops) of 50 miles an hour is used. The one-half hour immediately preceding and immediately following a meeting or activity is an in-town travel shift and considered to be part of the total meeting schedule for the purposes of the reasonableness computation.
2. A legislator is entitled to a day's salary when necessarily away from home for authorized legislative business or as otherwise provided by law. A member is considered necessarily away from home on the day of a meeting or other authorized legislative activity and on any other day when travel qualified under #1 above is required.
3. Subject to statute, a meal falling within reasonable travel times may be claimed.

*Special circumstances are considered in determining reasonableness. Such circumstances may include inclement weather, a legislator's health, variables related to flying instead of driving, and schedule conflicts which require a member to choose a more expensive mode of travel in order to participate in the legislative activity. Special circumstances should be clearly presented on the claim form.*