

**FALLON COUNTY  
TRAVEL EXPENSE VOUCHER**

Rev 31423:

**Name**

**Address**

**Address**

**Month/Year**

**Department**

Briefly explain nature of trip(s):

Date	Depart Time	Arrival Time	Travel Details	County Car Avail. Y or N	Mode of Travel	Personal Car Mileage	Mileage Allowance	Per Diem Allowed		Other Expenses	Total Amount
								Attach Lodging Receipt	Meals		
1											
2											
3											
4											
5											
6											
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22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

Column Totals										
County Vehicle Tax										
Reimbursement to Employee										

Explain Miscellaneous Expenses

I hereby certify that this is a valid travel claim to the County in accordance with statutes and administrative procedures.		
	<b>Employees Signature</b>	Date
<b>SUPERVISOR'S APPROVAL</b>		

**INSTRUCTIONS - TRAVEL EXPENSE VOUCHER**

- A. Prepare the Travel Expense Voucher - Original to Clerk & Recorder, Copy for employee(if desired)
- B. Record your complete name and mailing address in the block provided.
- C. Indicate the month for which the Travel Expense Voucher is being completed, and the department.
- D. Indicate the general purpose of the travel. For example: attendance at a training conference; workshop or meeting.
- E. Complete the portions of the form as indicated below(See section 2.4.100 A.R.M. for additional instructions)

COLUMN	REQUIREMENT	AMOUNT
1	Record the time of departure, mark 'A' for a.m. or 'P' for p.m.(12:00 noon is p.m.)	
2	Record the time of arrival indicating 'A' for a.m. or 'P' for p.m.(12:00 midnight is a.m.)	
3	Describe the travel in terms of departure point, destination point. Reason for travel.	
4	Code the mode of travel as follows: PC-Private Car; OT-Other Transportation(explain)	
5	Indicate total car mileage if personal car was used. When more than one employee shares personal transportation, only one mileage allowance may be claimed.	
6	Enter extension amount for mileage allowed calculated as follows: Total Mileage(column 5 x rate = Mileage Allowance. Miles driven in excess of 1,000 during a month will be reimbursed at the lower rate	
7	Enter the amount of expense allowed based on the following schedule:	
	<b>TRAVEL TIME</b>	
	<b>Meals:</b>	
	a. Three hours or less	None
	b. Greater than 3 hours	
	Morning (12:01 a.m. to 10:00 a.m.)	\$ 5.00
	Midday (10:01 a.m. to 3:00 p.m.)	\$ 6.00
	Evening (3:01 p.m. to 12:00 midnight)	\$ 12.00
	1. Maximum one meal allowed per normal workshift (8-5)	
	2. Maximum of two meals if travel commenced more than 1 hour before or terminated more than 1 hour after employee's normally assigned work shift	
	<b>Lodging:</b>	
	Actual cost(must be supported by original receipt)not exceeding	\$ 93.00
	If receipt is not available and travel included over-night stay	\$ 12.00
8	Enter all expenses entitled for reimbursement and not provided in mileage allowance or expense rate. For example: airline ticket, taxi fare. Receipts are to be obtained and attached to the Clerk & Recorder's copy of the Travel Expense Voucher <u>County Vehicle</u> driven from work to home and home to work \$3/day benefit amount Do not list the \$3/day if on vacation, sick leave, away from home on business or on weekends.	
9	Enter total amount allowed by day.	
10	Enter Column totals for columns 5 thru 9 on line 10.	

- F. The Travel Expense Voucher must be signed by the employee claiming the expenses and filed within 90 days.
- G. The Travel Expense Voucher must be approved by the employee's supervisor or department head.

# Travel Expense

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)											
		2018			2019								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94
Big Sky / West Yellowstone	Gallatin	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$160	\$160	\$160
Butte	Silver Bow	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95
Glendive / Sidney	Dawson / Richland	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94
Helena	Lewis and Clark	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101
Missoula / Polson / Kalispell	Missoula / Lake / Flathead	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$146	\$146

- In-State Meal Rates: \$5 for the morning meal, \$6 for the midday meal, and \$12 for the evening meal
- Out-of-State Meal Rates: \$13 for the morning meal, \$14 for the midday meal, and \$23 for the evening meal

Mileage .545 per mile up to 1000 miles anything over is 0.03 less (.515)

As of October 1, 2018