



POLICY DIRECTIVE

Policy:	DOC 1.2.14 EMPLOYEE TRAVEL
Effective Date:	06/01/1998 Page 1 of 1
Revision Date(s):	05/03/2011; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

The Department will adopt the guidelines established in the *Montana Operations Manual (MOM)*, Volume 1, Chapter 0300, Employee Travel.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. REQUIREMENTS

A. General Requirements

1. Employees who are authorized to travel will review the travel section in the *MOM* upon hire and at such times as changes are promulgated by the Department of Administration.
2. The Department will notify all facilities of changes in employee travel requirements and will modify this policy as needed.
3. Employees must submit travel expense vouchers for reimbursement of travel expenses.
 - a. Vouchers may be completed electronically or manually.
4. It is the responsibility of the employee to retain a copy of each expense voucher and any attached receipts for the employee's own records.

IV. CLOSING

Questions about this policy should be directed to Financial Services.

V. REFERENCES

- A. 2-15-112, MCA; 53-1-203, MCA
- B. *MOM, Volume 1, Chapter 0300, Employee Travel*