

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS
Policy 807.2 – Board of Regents – Travel Expenses and Reimbursement
Adopted: July 12, 2002; Revised September 12, 2019

Policy

A. Members of the Board of Regents may request and receive a per diem and reimbursement of travel expenses as provided in statute and Board Policy 807.1 for each day in attendance at board meetings or in the performance of any duty or service as a board member. For purposes of this policy “duty or service” means:

1. attendance at meetings of the Board of Regents and Board committees of which the Regent is a member, and travel to and from such meetings;
2. attendance at meetings of the Board of Public Education and Board committees of which the Regent is a member, and travel to and from such meetings;
3. attendance at campus and community events, including but not limited to commencement ceremonies, groundbreaking events, ribbon cutting events, invocations, athletic events, student extracurricular activities, presentations, community events, task force meetings, and governmental meetings; and
4. other expenses specifically authorized in advance as compensable by the Chair of the Board.

B. The Commissioner shall review claims for per diem and travel expenses and approve reimbursement in accordance with Board policy and applicable law. The Commissioner shall deny claims for activities that do not meet the definition of “duty or service” as defined in Subsection A and bring the denied claim to the attention of the claiming member and the Chair of the Board. If upon review the Chair believes that the claim should be granted, the Chair may direct the Commissioner to pay the claim. If the Chair denies the claim, the claiming Board member may submit the matter to the full Board for decision. If the Board determines that the activity for which reimbursement is claimed could be properly classified as a legitimate duty or service of a board member, the Board may authorize reimbursement even in the absence of prior authorization.

C. Because members of the Board of Regents serve in a volunteer capacity, members may determine their own travel schedules and are not restricted to specific travel dates or times.

D. Members of the Board claiming reimbursement must complete and submit a form detailing the date, purpose, and cost associated with attending the event or activity for which reimbursement is sought and shall submit the form to the Office of the Commissioner. The Office of the Commissioner shall retain copies of reimbursement requests.

History:

Item [116-109-R0702](#), Draft policy on travel expenses and reimbursement, approved by the Board of Regents on July 12, 2002 (see attached [Memo](#)). Item 184-108-R0919, approved by the Board of Regents on September 12, 2019.