

State Career & Technical Education Advisory Board Policy	Category	Travel
	Effective Date	9/10/2013
	Last Revised	9/03/2013
Issuing Authority	Montana Office of Commissioner of Higher Education (OCHE) Two-Year and Community College Division/Perkins Program	
Board Member Travel Reimbursement, Honorarium, Teaching Substitute, and Meeting Minutes		

Purpose

This policy provides the guidelines for how the State Career and Technical Education (CTE) Board will conduct travel and the regulations governing ensuing expenses. This policy applies to all CTE Board members and affiliates. The policy also covers teaching substitutes (for K-12 teachers and college faculty), and meeting minutes.

Board Member Travel Reimbursement (Mileage, Meals, and Lodging)

Traveling is a necessary operation of this board. Of the four quarterly meetings per year, at least one meeting will be held in a face-to-face format.

A. Applicable State Statutes

Unless covered by a separate section of statute, all elected officials, appointed members of boards, commissions, or councils, department directors and all other state employees are subject to the regulations contained in [Title 2, Chapter 18, Part 5](#) - Travel, Meals and Lodging of the Montana Code Annotated (MCA).

B. Reimbursable Travel Expenses

Reimbursable travel expenses are the expenses incurred when traveling on official CTE Board-related business. Board members must use the travel expense voucher provided at board meetings. It is best to submit the travel expense voucher before leaving each board meeting. Travel advances are not made.

C. Frequency of Filing Travel Expenses

Board members who do not file for reimbursement of travel costs within three months after incurring the expense waive their right to reimbursement unless approved by appropriate OCHE staff.

D. Travel Time Allowed

It is necessary to begin traveling prior to the time established for the board meeting. In-person meetings may be held in the late afternoon or evening to accommodate members' business and academic schedules. Because of distance, inclement weather, fatigue, or the late hour of a meeting's close, it may not be feasible for the board member to return

promptly to work or home. In such cases, they may claim (meal and lodging) travel expenses for a reasonable time before and after the actual meeting.

E. Use of, and Reimbursement for, State and Personal Vehicles

K-12 and college faculty should use their institution's vehicles for board travel whenever possible. Reimbursement for miles traveled in a personal car by other board members must be actual map miles from the town where their travel originates to Helena and back. OCHE uses Rand-McNally to calculate town-to-town mileage to maintain consistency. Board-related travel within Helena is not reimbursable.

F. Meal Allowances

The meal allowance is a fixed amount per meal—inclusive of taxes and tips, not reimbursement for actual costs incurred. However, members may not request reimbursement for meals included at a board meeting that is paid for by OCHE.

The time ranges determining eligibility for meal allowances are established in [Section 2-18-502\(1\)](#), MCA. In order to claim an allowance for a meal, a board member must be in a travel status for more than three continuous hours within one of the following time ranges:

<u>TimeRange</u>	<u>MealAllowed</u>
12:01 a.m. to 10 a.m.	Morning Meal
10:01 a.m. to 3 p.m.	Midday Meal
3:01 p.m. to midnight	Evening Meal

Each time range must be considered separately when applying the more-than- three-hour rule. For example, if a board member travels from 8 a.m. to 2 p.m., they receive the allowance only for the midday meal.

In-state allowances for the morning, midday, and evening meals are as follows:

Morning meal	\$5
Midday meal	\$6
Evening meal	<u>\$12</u>
Total per day	<u>\$23</u>

G. Reimbursement for Lodging

Members traveling 100 miles or more, one-way, to attend a CTE Board meeting are reimbursed for one night when the meeting is not scheduled to end before 5:00 p.m. For such meetings, the board assistant will reserve the appropriate number of hotel rooms at state rate for members traveling 100 miles or more, one-way.. Board members will need to notify the hotel at time of check-in that they are traveling on state business for the State CTE Board.

In order to claim lodging reimbursement, the original hotel receipt must be attached to the travel expense voucher. If the overnight lodging is for the night of the meeting, members must indicate the hotel on their travel voucher so the board assistant can call the hotel the following morning to obtain that folio. Other receipts, such as credit card receipts, are not acceptable.

Board Member Honorarium

No honoraria or stipends are provided to members of the State CTE Board.

Payment of Teaching Substitutes

K-12 teachers and college faculty are allowed teaching substitutes, who will be reimbursed according to the policy and rate established by the member's teaching institution.

State CTE Board Meeting Minutes

All board meetings will be recorded using a digital recorder to ensure accuracy of written meeting minutes. Each meeting's recording will be erased once the written minutes have been reviewed and approved by the board members at the subsequent meeting.

Minutes will include the roll call of present and absent members and follow each meeting's agenda of topics.

Minutes will be emailed to all board members within two weeks of the meeting to which they refer. Board members will then have a week in which to respond with edits, comments, and questions. A second draft will then be emailed to all board members within a week for any additional edits, comments, and questions. The minutes will then be submitted for formal approval at the subsequent meeting and posted to the Montana University System website.