



**Board of Regents Travel Reimbursement
and Daily Per Diem Form
Reference OCHE Policy 807.2**

ITEM 184-108-R0919_A1

Agency Name: 5102 MUS	Division: BOR	Org Number: BOR-2
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Dates of Travel:	Name and Mailing Address:
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Justification (Purpose of travel, explanation of event, and destination)

TRAVEL DETAILS

Date/Time of Departure:	Date/Time of Arrival at Destination:	Date/Time of Arrival/Return:
Departure Location:	Destination Location:	Return Destination:

Total Miles Traveled to be Reimbursed:	Rental Car <input type="checkbox"/>	Personal Car <input type="checkbox"/>
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TRAVEL EXPENSES

Hotel/Lodging:	Registration Fees:
Ground Transportation (Taxi/Uber):	Materials:
Parking:	Meals (not provided):
Other (please explain):	Airline Travel Costs:

Per Diem - Daily Payment of \$50.00 as a member of the Board of Regents

<input type="checkbox"/> Claim Per Diem	Dates of Service Eligible for Per Diem:
<input type="checkbox"/> Waive Per Diem	

SIGNATURE:	DATE:
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OR TERMS OF ACCEPTANCE AND SIGNATURE

ELECTRONIC SIGNATURE:	DATE:
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Please Type Your First and Last Name):

I understand this constitutes a legal signature confirming that I acknowledge & agree to the above travel informaiton

NOTE: Meals and Hotel Rates will be reimbursed in accordance with BOR and State Policy

Please complete this form immediately after each event and return it to the Office of the Commissioner of Higher Education, PO Box 203201 (560 North Park Avenue), Helena, MT 59620-3201. All receipts must be attached (if the service was purchased by you) including lodging, airline or bus tickets, rental cars, airport parking, etc. Meal receipts are not required.