PROCARD, TRAVEL AND MEAL POLICY TRAINING
HOW DO WE:

MAKE PROCARD PURCHASES

TRAVEL

HOST CATERED MEALS
The Procurement Card (ProCard) Program is a cost-effective method for State employees to procure and pay for State supplies, services, and travel; while reducing travel advances, out-of-pocket travel expenses, and reducing the number of State warrants issued.
## PROCARD USES

### Allowable Types of Uses
- Airline tickets
- Lodging
- Rental Cars
- State Contract Purchases
- Supplies and Goods
- Conference registrations, subscriptions, membership dues, training materials, and catered meals for meetings which are preapproved by supervisor cardholder
- Operational items where the card use enables workflow and processing efficiencies to be realized

### Not Allowed
- Cash advances
- Per Diem expenses (meals)
- Purchases that do not comply with state laws, policies or regulations.
- Standard Merchant Category exclusions
- Any personal use
PROCARD PROCESS

Procard Holder
• Review OCHE Policy 507 to ensure purchase complies with policy
• Complete Transaction
• Prepare Procard Log
  • Add supporting documentation
  • Complete check-list
  • Submit within 5 days of use of card

No Procard
• Submit detailed request to supervisor for review
  • Work with Supervisor to team up with a procard holder
  • Supply any supporting documentation to procard holder for submitting

Supervisor
• Carefully review charges and documentation
• Review completed check-list
### PROCARD LOG

**STATE OF MONTANA**
**OFFICE OF THE COMMISSIONER OF HIGHER EDUCATION**
**PURCHASING CARD TRANSACTION LOG**

**PROCARD CYCLE END DATE:** 11/21/2021  
**DATE:** 11/23/2021

**CARD HOLDER NAME:** Dwight Schrute  
**UNIT/DEPARTMENT:** BAP  
**LAST 4 DIGITS OF CARD NUMBER:** 8679  
**SUPERVISOR’S NAME:** Michael Scott

<table>
<thead>
<tr>
<th>#</th>
<th>Purchase Date</th>
<th>Vendor</th>
<th>Description of Change</th>
<th>Transaction Amount</th>
<th>Reason/Purpose</th>
<th>OBJG</th>
<th>In-state Travel (Check Box if Applicable)</th>
<th>Out-of-state Travel (Check Box if Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11/4/2021</td>
<td>AGB</td>
<td>2023 Urban Latino Conference on Leadership Registration</td>
<td>$1,745.00</td>
<td>Commissioner &amp; Regents registration</td>
<td>BOR-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>11/17/2021</td>
<td>ACE</td>
<td>ACE Annual Conference Registration</td>
<td>$2,000.00</td>
<td>See attached GSI</td>
<td>120-CHE</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**LOG TOTAL:** $2,752.40

**CARD HOLDER’S SIGNATURE:** Dwight Schrute  
**SUPERVISOR’S SIGNATURE:** Michael Scott

Federal Lodging Rate Link: (Use this link for the lodging only - OCHE do not use federal per diem rates)

State Lodging Rate Link:
[https://www.msu.edu/che/intranet/Travel-Help-Sheet.pdf](https://www.msu.edu/che/intranet/Travel-Help-Sheet.pdf)
**BEST PRACTICES**

- Complete a procard log ASAP after using your procard
- Keep scanned copies of your logs before submitting to Accounting & Budget
- If in doubt, ask
- Don’t be afraid of documentation
All travel requires advance approval from employee’s immediate supervisor.

Reimbursement for meals or travel-related expenses shall be made at the rates provided in policy.
TYPES OF TRAVEL

OUT OF STATE TRAVEL

IN STATE TRAVEL
OUT-OF-STATE TRAVEL

Complete OSI Form
- Detailed summary/justification of travel
- Research for efficient, cost-effective air-fare
- Double check hotel rates to ensure compliance with Federal rate
- If above approved rate, complete rate justification and approval form
- Requires Deputy Commissioner of Budget, Admin, & Planning approval

If Approved...
- Book Airfare
- Book Hotel
- Secure Meeting Registration, etc.
- In accordance with OICHE policies

Travel Occurs
- Keep original receipts
- Maintain compliance with OICHE travel & procard policies

Post Travel Activities
- Complete Procard log
- Attach copy of signed OSI form
- Attach supporting documentation & receipts
- Attach hotel rate approval form if needed
- Complete travel voucher
- Attach copy of signed OSI form
- Attach supporting documentation & receipts
- Submit to Accounting & Budget for processing
Double check hotel for GSA rate
Check multiple airlines for most affordable, efficient air travel
OSJ Form must be signed and approved before purchasing travel-related accommodations
Watch for cost-savings wherever possible (carpooling, group meeting registrations, early bird registration)

Be wary of hotel cancelation/cut-off dates
Plan early, start working on an OSJ the moment you hear about potential travel
Keep Travel Documentation Organized

FRIENDLY REMINDERS
IN-STATE TRAVEL

**Complete In-State Travel Form**
- Detailed summary/justification of travel
- Double check hotel rates to ensure compliance with State rate
- If above approved rate, complete rate justification and approval form
- Evaluate mode of transportation
- State car vs. personal car
- If using personal car, complete personal car approval form

**If Approved...**
- Book Hotel
- Secure state car
- Consider parking requirements
- Secure Meeting Registration, etc.
- In accordance with OCHE travel & procard policies

**Travel Occurs**
- Keep original receipts
- Maintain compliance with OCHE travel & procard policies

**Post Travel Activities**
- Complete Procard log
- Attach copy of signed ISJ form
- Attach supporting documentation & receipts
- Attach hotel rate approval form if needed
- Complete travel voucher
- Attach copy of signed ISJ form
- Attach supporting documentation & receipts
- Submit to Accounting & Budget for processing
Double check hotel for state rate

In State Travel Form must be signed and approved before purchasing travel-related accommodations

Watch for cost-savings wherever possible (carpooling, group meeting registrations, early bird registration)

Be wary of hotel cancelation/cut-off dates

Plan early, start working on an ISJ the moment you hear about potential travel

Keep Travel Documentation Organized
Complete Approval Form (In-State or Out-of-State) for Supervisor's review/approval

Secure necessary travel arrangements, once supervisor has approved

Maintain good organization and order of travel related documents, approvals, and receipts

Upon returning from travel, complete and submit procard log and/or travel reimbursement voucher within 5 working days along with any check-list needed
This policy outlines the Office of the Commissioner of Higher Education (OCHE) travel reimbursement to help local school districts, campuses, and other non-state employees off-set some of the travel costs associated with attending OCHE program meetings/conferences.

The reimbursement policy must be communicated by the program manager prior to participant(s) attending a designated event.

Travel reimbursements for local school districts and/or campus employees are made directly to the local school district and/or campus, not to the employee(s).
NON-EMPLOYEE TRAVEL | POLICY

508

- Mileage reimbursement
- Lodging reimbursement
- Meal reimbursement
- Other expenses

Specific Criteria for

Due within 30 Days of Travel

Requires completion of Non-Employee Travel Reimbursement Form & W-9
### Travel Voucher Example

**TRAVEL VOUCHER EXAMPLE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Non-Employee Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Month/Yr</td>
<td>Nov 2021</td>
</tr>
<tr>
<td>Dept</td>
<td>Accounting &amp; Budget</td>
</tr>
<tr>
<td>Org</td>
<td>110-BAP</td>
</tr>
<tr>
<td>List meals provided</td>
<td>Lunch on 11/1, Breakfast &amp; Lunch on 11/2, Breakfast on 11/3</td>
</tr>
<tr>
<td>Purpose</td>
<td>Travel to Missoula for Education Interim Budget Committee meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates</th>
<th>Depart Time</th>
<th>Arrive Time</th>
<th>Description/Destination</th>
<th>Mode of Travel</th>
<th>Miles</th>
<th>Rate</th>
<th>Subtotal</th>
<th>Lodging</th>
<th>Meals Per Diem</th>
<th>Other Expense</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/21</td>
<td>6:52 AM</td>
<td></td>
<td>Travel to Missoula</td>
<td>SC</td>
<td></td>
<td></td>
<td></td>
<td>103.58</td>
<td>22.00</td>
<td></td>
<td>125.68</td>
</tr>
<tr>
<td>11/2/21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>103.58</td>
<td>14.50</td>
<td></td>
<td>118.18</td>
</tr>
<tr>
<td>11/3/21</td>
<td>5:03 PM</td>
<td></td>
<td>Return from Missoula</td>
<td>SC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.50</td>
<td></td>
<td>8.50</td>
</tr>
</tbody>
</table>
In certain cases it is in the best interest of the Office of the Commissioner of Higher Education (“OCHE”) to provide catered meals for meetings, work sessions, training sessions, conferences, or other similar OCHE functions.

The purpose of this policy is to provide uniform guidelines to all OCHE divisions and programs concerning when catered meals may be provided and to ensure the most efficient and cost-effective use of public funds for catered meals.
CATERED MEAL POLICY

- Includes meals, snacks, and refreshments (bottled or canned, non-alcoholic beverages)
  - Does not include alcohol
- Normal mealtimes:
  - Breakfast | 12:01am – 10:00am
  - Lunch | 10:01am – 3:00pm
  - Dinner | 3:01pm – 12:00pm
- The average per person cost of the catered meal should not exceed state per diem rates, inclusive of any costs for tips and delivery services.
  - If a catered meal quote exceeds the state per diem rate per person, the program may request approval from the Commissioner prior to the event for an exception if extenuating circumstances require higher cost meals.
- If an OCHE or MUS employee is in travel status, the employee may not claim the cost of the catered meal as a travel reimbursement, even if the employee declines the catered meal.
- OCHE staff must complete the Catered Meal Form and obtain pre-approval from the Commissioner or Deputy Commissioner for the program requesting the catered meal. The purpose of the OCHE Function, agenda, and list of attendees must be attached to the Catered Meal Form.
MUS | OCHE MEAL REQUEST FORM

PROPOSED – Complete this section as an estimate in advance of the meeting. Pursuant to OCHE Policy 509, this form must be completed and approved prior to the purchase of food or catered services.

1. Meeting/Function/Organizer/Requestor:
2. Division and Org Number:

3. Meeting/Function Details and Justification:

Date of event with catered meal:

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Foreign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Meal 12:00 am – 12:00 pm</td>
<td>$7.00</td>
<td>$7.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Midday/Afternoon 12:00 pm – 6:00 pm</td>
<td>$6.00</td>
<td>$6.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>Evening Meal 6:00 pm – midnight</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Total Per Day</td>
<td>$35.99</td>
<td>$34.00</td>
<td>$34.00</td>
</tr>
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</table>

Number of anticipated attendees:

*TO CLAIM AN ALLOWANCE FOR A MEAL, AN EMPLOYEE MUST BE IN TRAVEL STATUS FOR MORE THAN 8 CONTINUOUS HOURS*

4. Food/Catered Services Cost Estimates (include snacks, bottled or canned non-alcoholic beverages, delivery fee, and tip):

Cost Per Person: 

NOTE: If an OCHE or MUS employee is in travel status, the employee may not claim the cost of the catered meal as a travel reimbursement, even if the employee declines the catered meal.

Reviewed and Approved by: 

Date:

Actual: Complete this section post meeting and submit with procard log, meal invoice, and supporting documentation.

1. Meeting/Function/Organizer/Requestor:
2. Division and Org Number:

3. Supporting Documentation and Explanation (Include purpose for food, food menu selection/breakdown and meeting/function related information, agenda, final number attendees):

Final Cost per Person:
Submission Checklists

**Procedural Transaction Logs:**
- All original, itemized receipts with appropriate documentation are attached to log if charges are for travel.
- Completed and signed Out-of-State Justification (OSJ) or in-State Justification (ISJ) form is attached.
- Reason for meeting/travel and travel dates are included in documentation.
- Meeting agenda is attached; if there was no formal meeting agenda, meeting description is attached.
- Airline ticket, baggage fee, car rental, taxi, shuttle service receipts are attached.
- Correct ORB is listed for all charges.
- Procurement log has been signed by employee.
- Procurement log has been signed by Supervisor/Division deputy commissioner.

**Travel Expense Voucher:**
- All original, itemized receipts with appropriate documentation/justification is attached to travel voucher.
- Departure/arrival times, travel details are fully completed.
- Description/apportionment of "other" travel related expenses are itemized in space provided.
- If lodging was paid on procord, it is noted on the travel voucher.
- Completed and signed Out-of-State Justification (OSJ) or In-State Justification (ISJ) form is attached.
- Reason for meeting/travel is included in documentation.
- Meeting agenda is attached; if there was no formal meeting agenda, meeting description is attached.
- Airline ticket, baggage fee, car rental, taxi, or shuttle service receipts are attached.
- Correct ORB is listed for all charges.
- Travel voucher has been signed by employee.
- Travel voucher has been signed by Supervisor/Division deputy commissioner.

* A friendly reminder to keep a scanned copy of any Log or Travel Voucher before submitting to Accounting & Budget.*

Reference to Log/Charge or Trip Taken:

Completed by Employee: ________________________________

Checked by Supervisor: ________________________________

Authorized by Deputy Commissioner: ___________________
BEST PRACTICES

Start planning and begin associated paperwork early-on

Keep scanned copies of procard logs, detailed travel itineraries, etc.

Create a tracking log for yourself

Use forms provided

Be prompt in submitting any paperwork or reimbursement information

Ask questions of Accounting & Budget Staff
LINKS TO UPDATED FORMS/MATERIALS

- Procard | Transaction Log | Submission Checklist
- Out-of-state travel justification Form | Out-of-State Lodging Rates
- In-state-travel justification Form
- Travel Reimbursement Form (Employee & Non-Employee)
- Motor Pool Reservations
- Catered Meals | Meals Form
- Completion Checklists
QUESTIONS