**Attachment B: MSU Contractor Travel Reimbursement Guidelines**

While under contract with the University, Contractors should adhere to same travel regulations as University Employees, and therefore are subject to the following travel reimbursement terms & conditions and limits.

All travel paid or reimbursed to Contractors from University-administered funds must be done in accordance with University policies, regardless of the funding source.

Contractors are expected to exercise good judgment when incurring travel costs. Contractors will only be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions in the contract.

Contractors shall not seek reimbursement for expenses not incurred; expenses provided free of charge; or expenses which will be paid or reimbursed from another source.

Travel expenses incurred in performance of contracted work shall be reimbursed as follows:

1. Submit copies of receipts preferably in pdf. format by e-mail:
   1. Airfare - e-ticket or printed passenger receipt and itinerary showing any travel agent, baggage and change fees. Attach boarding passes for proof of travel.
   2. Rental cars – Receipt with full cost of rental included, plus fuel receipts. Usually obtained when turning in the car - not when it is picked up – that is an estimate only.
   3. Transportation – Receipt for taxi fare, metro or other transportation service.
   4. Lodging – Actual cost may be reimbursed but a reasonable effort to keep lodging costs within federal per diem rates shall be made. Taxes may be added to federal per diem rates. Receipt obtained upon checkout. Check the following website for the maximum rates in the city/county you are traveling to. Note: Charges for phone calls, room service, movies, etc. cannot be reimbursed.

<http://www.gsa.gov/portal/category/21287>

* 1. Personal car mileage – Reimbursed at $0.54/mile

1. Meals are reimbursed based on Montana per diem rates, no receipts necessary. Please see below for details.

The following travel allowance schedule is used to reimburse contractors in accordance with State policy. To be eligible for a meal reimbursement while traveling on official business, the contractor must have been in a "travel status" for more than three (3) hours within the meal time frame. In the event that meals are included in a registration fee, no meal allowance should be claimed for that meal.

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| **MEALS** | **TIME FRAME** | **IN STATE** | **OUT OF STATE** |
| Morning | 12:01 am - 10:00am | $8.25 | Applicable Federal Rate |
| Mid-day | 10:01am -3:00 pm | $9.25 | Applicable Federal Rate |
| Evening | 3:01 pm - 12:00 am | $16.00 | Applicable Federal Rate |
| **FULL DAILY ALLOWANCE:** | | **$33.50** |  |

###### Tipping. Reimbursement for tipping will be limited to what is considered industry standard. This includes tipping for meals, baggage handling, shuttle services, housekeeping services, etc.

Meals 15% - 20% (pre-tax)

Baggage handling $1.00 - $2.00 per bag

Shuttle Services $1.00 - $2.00 per ride or per bag

Housekeeping Services $1.00 - $2.00 per day for maid service or $1.00 - $2.00 per occurrence for special services

###### Miscellaneous Expenses. The following are NOT reimbursable expenses to hired consultants or contractors:

* Lost or stolen cash or personal property
* Personal items and services
* Laundry, dry cleaning, pressing costs for trips of three days or less
* Traffic citations, parking tickets, and other fines
* Excess cost of circuitous or side trips for personal reasons
* Repairs, towing, etc. for personal vehicles
* Personal entertainment or sightseeing
* Excess baggage charges for personal items
* Airline, car, hotel, club memberships
* Childcare costs
* Kennel fees
* Late payment penalties and interest on credit cards

1. Submit an invoice that summarizes each travel expense i.e.: lodging, meals, etc. and include calculation if applicable.