

MUSSA Member Travel Reimbursement Guidelines – MSU Campuses

Campuses Staff Governance Associations (and/or Representatives) requesting travel assistance from MSU Bozeman Staff Senate may do so for meetings called by MUSSA or when MUSSA is on the Board of Regents agenda. Applications should be submitted to the Senate’s chair and vice chair.

Staff Associations should attempt to secure travel funding through their campus Administration first before applying. In cases where funds are not available locally, Staff Associations may then request reimbursement from Bozeman. Note we require a statement or other documentation regarding this lack of funds from the proper personnel within your organization (Admin and Finance, Accounting, or a similar level of approval).

We will try to honor all requests, but due to budget limitations we may not be able to cover all travel costs. We may be able to assist with some portion of the expenses (sharing a room verses each attendee having their own room or lodging but not a vehicle, for example) if that allows us to help more people attend events.

MSU Bozeman’s Vice President of Administration and Finance has the final approval authority for all travel assistance funding requests. Our application process is designed to give them the information they need to make an informed decision.

All arrangements for travel, lodging and per diem are made by and paid for by the each campus representative attending the MUSSA meeting or activity. Signed Travel Voucher(s), sample <http://www.montana.edu/wwwarmy/pdf/DD%20Form%201351-2.pdf>), and receipts are forwarded to the Staff Senate office for processing.

Bill Van Horn, Staff Senate chair
Shana Wold, Staff Senate vice chair

January, 2013