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| ***REQUEST & JUSTIFICATION FOR TRAVEL*** ***Board of Public Education******Reference BPE Bylaws – Article XIV*** |
| **1) Agency Name:**Board of Public Education | **2) Dates of Travel:** |
| **3) Name of Person(s) Traveling and Staying at Lodging:** |
| **4) Justification (Purpose of travel, explanation of event, and destination):** |
| **5) ESTIMATED COSTS:** |
| **TRANSPORTATION: MEALS: \_\_ LODGING: REGISTRATION: \_\_\_\_\_\_\_** |
| **6) Provide details to support estimated costs: (Example: registration, flight plan, taxi, etc.)** |
| **7) Out-of-state Lodging Rate Secured: 8) Federal Lodging Rate Per GSA Policy:** |
| **IF RATE IN #7 IS GREATER THAN #8 RATE PLEASE COMPLETE REIMBURSEMENT AT ACTUAL COST SECTION (#10) BELOW** |
|  **9) Total Estimated Cost of Travel:** |
| **10) REIMBURSEMENT AT ACTUAL COST SECTION (Please explain and check appropriate box below)** |
| **Hotel Name | Hotel Phone Number | Supporting Details:** |
| Check ***N/A - rate is compliant with GSA Rate***Check ***Lodging rates provided by State Lodging Rates Policy are unavailable within a reasonable distance from the travel destination. Employee inquired with multiple lodging facilities searching for acceptable State or GSA Federal rates.***Check ***There is reasonable cause to believe personal safety could be at risk in the available lodging facilities that comply with State or GSA Federal rates.*** |
|  | Check ***It is necessary to stay at a specific hotel for a conference, meeting, or for purposes of accessibility, security, or other*** |
| ***logistical reasons relating to the employee's travel.*** |
| **EMPLOYEE SIGNATURE: DATE:** |
| **APPROVAL OF EXECUTIVE COMMITTEE** |
| **BOARD CHAIR SIGNATURE: DATE:** |
| ***NOTE: A request and justification for travel form must be submitted to the BPE Executive Director, McCall Flynn,*** ***mflynn@mt.gov******, at least one month prior to conference attendance. A travel expense voucher and travel details form must be submitted for reimbursement after the conference has adjourned.******Please contact Julie Balsam, BPE Administrative Assistant, at*** ***jbalsam@mt.gov*** ***if you have questions.*** |

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

