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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***](mailto: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***](mailto:jbalsam@mt.gov) ***if you have questions.*** | | |

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

