

**State of Montana
Board of Public Education**

**REQUEST AND JUSTIFICATION
FOR BOARD MEMBER TRAVEL**

1) Person Traveling

2) Dates of Travel

3) Justification for and Purpose of Travel

4) Itinerary including Destination(s) and Date(s)

5) Estimated Costs

Transportation:	Meals:	Lodging:	Other:	Total:
\$	\$	\$	\$	\$

6) Details to Support Costs (Event webpage link, registration fees, taxi, parking, airfare, hotel name and phone number)

7) Board Member’s Signature _____ Date _____

8) Board Chair’s Signature _____ Date _____

For Board of Public Education Office Use Only	
BPE Office Staff Review Initials/Date	/
Office Estimate Using GSA & State Per Diem Rates	

*Note: This form must be submitted to the BPE Executive Director at least one month prior to travel.
A travel expense voucher form must be submitted for reimbursement within three months after incurring the expenses.*