



SUBJECT: Financial Affairs

Policy: 503.1 Travel Policy

Procedure: Business Office Operations Manual, Section 500

Effective: February 2006

Revised: February 2022

Reviewed:

Introduction & Purpose

Traveling is a necessary function of college business. Great Falls College Montana State University complies with Montana Board of Regents policy and state of Montana statutes regarding travel.

Policy

Employees will travel in the most efficient and cost-effective manner possible while still able to accomplish the purpose of the travel. Whenever possible, employees will utilize technology to interface with out-of-state agencies and other entities in an attempt to reduce travel expenditures.

All travel will be approved in advance by the department head or designated representative. A Chrome River travel pre-approval must be completed for any out of state travel.

The number of personnel attending a given function requiring travel will be held to the absolute minimum.

Transportation will be the most economical in terms of direct cost to the college and the employee's time away from the office.

Employees using automobiles in an approved travel status will obey all posted speed limits and traffic laws.

Great Falls College MSU will not pay any employee's travel costs to attend a function that does not benefit the college. To promote employee initiative and efforts of self-improvement, the department head may provide an employee time off with pay to participate in the desired function.

Related Policy

[Montana Board of Regents Policy 807.1 Employee Travel](#)

[Montana Operations Manual Employee Travel](#)

[Montana Code Annotated 2-18-5 Travel, Meals & Lodging](#)