



Montana Nurses Association

20 Old Montana State Highway ~ Clancy, MT 59634
 (406) 442-6710 λ www.mtnurses.org

Travel Expense Reimbursement Form-2017

Name:		Date of Request:	
Mailing Address:			
Street Address or PO Box		City	Zip
Phone:		Email:	

Purpose(s) for Expense (check all that apply)	<input type="checkbox"/> BOD	<input type="checkbox"/> E&GW	<input type="checkbox"/> CE	<input type="checkbox"/> CPGA	<input type="checkbox"/> CAP
	<input type="checkbox"/> CONVENTION	<input type="checkbox"/> LABOR RETREAT			
	<input type="checkbox"/> OTHER – Specify: _____ Date(s) _____				

Mileage (see mileage chart reverse side*): Round Trip between: _____ and _____	# of Miles	Total Amount Mileage: \$
Meals: (please submit original receipts)	# of Meals	Total Amount Meals: \$
Lodging (please submit original receipts): Number of nights _____ at \$ _____ per night		Total Amount Lodging: \$
Miscellaneous (please submit original receipts): Specify here: _____		Total Amount Misc: \$
		Total Amount \$

For Office Use Only		
Reimbursement Approved		
		Amount
Total Paid to Member		\$
APPROVED BY	DATE	

UNIFORM TRAVEL AND REIMBURSEMENT POLICY
FOR MEMBERS OF THE BOARD OF DIRECTORS,
COMMITTEES AND COUNCILS

1. An itemized statement of expenses shall be postmarked within 15 days after attendance at an MNA meeting to the MNA office for reimbursement to be made.
2. Reimbursement is made on the basis of receipts submitted.
3. Travel reimbursement rates:
 - a. Lodging: Reimbursement will be made for the actual cost of the room.
 - b. Transportation: Automobile travel is reimbursed at the current standard per mile State rate for use of personal vehicles. This rate is subject to change according to Federal guidelines for mileage reimbursement and is generally reviewed annually for adjustment. For public transportation, reimbursement is made for tourist or economy rates only.
 (Air travel must have prior approval of the President or Executive Director.)
 - c. Meals: Meals are **not** a reimbursable expense.

NOTE: Members are urged to coordinate their travel with other members and “double up” where possible; request “commercial rates” from innkeepers, etc.

MNA 2017 Mileage Reimbursement Chart

Location	Montana City	Round Trip	Rate	Total Mileage Reimbursement
Anaconda	85	170	53.5¢/mile	\$90.95
Bigfork	181	362	53.5¢/mile	\$193.67
Billings	230	460	53.5¢/mile	\$246.10
Bozeman	101	202	53.5¢/mile	\$108.07
Butte	70	140	53.5¢/mile	\$74.90
Columbus	196	392	53.5¢/mile	\$209.72
Cut Bank	195	390	53.5¢/mile	\$208.65
Denton	186	372	53.5¢/mile	\$199.02
Deer Lodge	62	124	53.5¢/mile	\$66.34
Dillon	126	252	53.5¢/mile	\$134.82
Forsyth	307	614	53.5¢/mile	\$328.49
Glasgow	368	736	53.5¢/mile	\$393.76
Glendive	429	858	53.5¢/mile	\$459.03
Great Falls	95	190	53.5¢/mile	\$101.65
Havre	210	420	53.5¢/mile	\$224.70
Kalispell	202	404	53.5¢/mile	\$216.14
Lewistown	194	388	53.5¢/mile	\$207.58
Libby	291	582	53.5¢/mile	\$311.37
Livingston	127	254	53.5¢/mile	\$135.89
Miles City	352	704	53.5¢/mile	\$376.64
Missoula	121	242	53.5¢/mile	\$129.47
Roberts	228	456	53.5¢/mile	\$243.96
Shelby	173	346	53.5¢/mile	\$185.11
Sidney	466	932	53.5¢/mile	\$498.62
Whitefish	215	430	53.5¢/mile	\$230.05