

3.8 TRAVEL REIMBURSEMENT

Policy: Title X staff travel reimbursed by WMHS must be documented in accordance with one of the three following procedures.

Procedure:

1. Title X staff must submit the travel expense worksheet and receipts **within 30 days** from the travel end date.
2. Payment to the Traveler Directly
 - a. Complete a Non-Employee Travel Expense Worksheet. For a copy contact 444-3609.
 - b. Submit the original lodging receipt which shows a zero balance (paid in full). Credit card receipts are not allowable.
 - c. Meals will be reimbursed according to time of departure and time of return that is recorded on the travel form.
 - d. Mileage will be reimbursed per State of Montana rates and are recorded from contracting site city to meeting city per the state distance calculator found at: <http://www.mdt.mt.gov/travinfo/scripts/citydist.pl>
 - e. Submit original commercial transportation receipts. Credit card receipts are not allowable.
 - f. Sign and date the Non-Employee Travel Expense Worksheet
 - g. If the traveler has not been reimbursed by WMHS in the past 2 years and is seeking reimbursement, he or she must fill out a W-9 Form with the traveler's personal information only.
 - h. These forms can be submitted via the following:
 - i. Mail: DPHHS WMHS, 1400 Broadway, Room A116, Helena MT 59601,
 - ii. Email: Office Support Specialist, (406)-444-3609
 - iii. Fax: (406) 444-2750
3. Payment to a County or Site Directly
 - a. Complete a Non-Employee Travel Expense Worksheet for each employee as referenced above including the required documentation.
 - b. These forms can be submitted via the following:
 - i. Mail: DPHHS WMHS, 1400 Broadway, Room A116, Helena MT 59601,
 - ii. Email: Office Support Specialist, (406)-444-3609
 - iii. Fax: (406) 444-2750
 - c. Once the travel expense forms are received, WMHS will compile the information into an invoice. This invoice will then be emailed to the clinic for signature. Once the signed invoice has been received by WMHS, the reimbursement will be submitted for payment.
 - d. If your company is being reimbursed directly for travel expenses WMHS would need to have a W-9 Form on file for the company.
4. Combination of Payment to both Traveler and Site
 - a. In some instances, reimbursement may be split between the traveler and the Title X clinic. If this is the case, the traveler must indicate on the travel form which reimbursement amount will go to the traveler and which will go to the Title X clinic. Reimbursement will then be made according to both policies listed above.