



STATE OF MONTANA  
BOARD OF PARDONS AND PAROLE  
POLICY DIRECTIVE

Policy No. BOPP 2.4	Subject: <b>EMPLOYEE TRAVEL</b>
Chapter 2: FISCAL MANAGEMNT	Page 1 of 2
Section 4: Fiscal Management	Effective Date 9/01/2022
Signature: /s/ Joseph McElroy, Chief of Staff	Revised:

**I. POLICY**

The Board of Pardons and Parole (BOPP) will adopt the guidelines established in the Montana Operations Manual, Volume 1, Chapter 0300, Employee Travel.

**II. APPLICABILITY**

All BOPP.

**III. DEFINITIONS**

**Facility/Program** – Refers to any Montana Department of Corrections (DOC) division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.

**IV. B O P P DIRECTIVES**

**A. General Requirements**

1. Employees who are authorized to travel will review the travel section in the Montana Operations Manual upon hire and at such times as changes are promulgated by the Department of Administration (see <https://doa.mt.gov/employee-travel>)
2. The Administrative Services Division will notify all facilities of changes in employee travel procedures and will modify this policy as needed.
3. Employees must submit travel expense vouchers for reimbursement of travel expenses. Travel Expense Vouchers may be completed electronically or manually; however, it must be signed manually by the employee and supervisor.
4. It is the responsibility of the employee to retain a copy of each expense voucher and attached receipts for the employee’s own records.

**V. CLOSING**

Questions concerning this policy should be directed to the Board Chair or designee. Questions can also be directed to DOC Administrative Services Division administrator.

**VI. REFERENCES**

- A. [2-15-112, MCA](#); [53-1-203, MCA](#)
- B. *Montana Operations Manual, Volume 1, Chapter 0300, Employee Travel*

Policy No. BOPP 2.4.	Chapter 2: Fiscal Management	Page 2 of 2
Subject: <b>EMPLOYEE TRAVEL</b>		

**VII. ATTACHMENT**

None