

# Montana Campus Compact VISTA Member Travel & Reimbursement Guidance

## Statement of Purpose

This document serves as guidance for all Montana Campus Compact's (MTCC) AmeriCorps VISTA members in regards to designated travel for MTCC facilitated in-person trainings once the VISTA member has been sworn in for service. It is the goal of MTCC as an AmeriCorps VISTA Program Sponsor to provide all members with relevant, equitable, and lasting professional development during their term of national service.

## Responsibilities and Enforcement

It is the responsibility of Montana Campus Compact staff and VISTA Leader(s) to arrange carpool and travel arrangements for all VISTA members. This arrangement is meant to allow all members to arrive and depart from in-person trainings in a timely manner, reduce the number of vehicles brought to training events, and to conserve grant resources. Transportation will be the most economical in terms of direct cost to Montana Campus Compact and VISTA member's time away from host site. Travel arrangements will be disseminated to all VISTA members before the date of departure. Each VISTA member will be provided a Travel Authorization & Expense Report (RATTER) outlining their approved travel arrangements. It is the responsibility of each member to review and sign their RATTER during the in-person training event in order to receive travel and per diem meal reimbursement.

Missoula based VISTA members are required to carpool with MTCC staff in designated vehicles provided by the University of Montana.

Per diem meals are reimbursed according to the per diem rates established by the State of Montana only. Departure and return times are used to compute meal reimbursements; and VISTAs must be in travel status for at least three (3) continuous hours within time ranges to qualify for reimbursement. The time frames and rates are as follows:

12:01 AM – 10:00 AM	Breakfast: \$7.50
10:01 AM – 3:00 PM	Lunch: \$8.50
3:01 PM – Midnight	Dinner: \$14.50

All reimbursements will be mailed to the employee's address listed on the member's Cyberbear account or be directly deposited if that option has been requested.

Montana Campus Compact VISTA members experiencing barriers from adhering to the provided travel and reimbursement guidance must reach out the MTCC VISTA Program Manager or VISTA Leader prior to each event.