

**From:** [Brown, James](#)  
**To:** [Hinman, Mandi](#); [PSC\\_PSC](#)  
**Subject:** RE: State Travel (and related) Policy  
**Date:** Tuesday, March 23, 2021 1:00:00 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)

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Thank you Mandi for providing this information to the staff/commissioners/commission again  
In light of the fact that both staff and commission travel was light to non-existent for the last year, I  
thought it would be helpful for one and all to review the state travel and meal reimbursement policy.  
Please take a few moments to read through the MOM policy to refresh yourselves of what is  
required for you and the agency to stay compliant with state law and the policy  
Thank you for your time  
Chairman Brown

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**From:** Hinman, Mandi  
**Sent:** Monday, March 22, 2021 4:22 PM  
**To:** PSC\_PSC  
**Subject:** State Travel (and related) Policy  
[https://montana.servicenowservices.com/sp?sys\\_kb\\_id=47ff7ce81bb11810135cebdbac4bcb98&id=kb\\_article\\_view&sysparm\\_rank=1&sysparm\\_tqueryId=48470d791b87a8103de00d08ec4bcbd6](https://montana.servicenowservices.com/sp?sys_kb_id=47ff7ce81bb11810135cebdbac4bcb98&id=kb_article_view&sysparm_rank=1&sysparm_tqueryId=48470d791b87a8103de00d08ec4bcbd6)  
Hi everyone  
The link above will take you to the Employee Travel, Lodging Rates, Mileage Reimbursement, & Meal Allowances State Policy found in the Montana Operations Manual.  
Please review the policy when you have a chance (as a refresher), and we may hold a TEAMS training/briefing at some point later on.  
Thank you,  
Mandi

**Mandi Hinman**  
**Centralized Services Division Administrator**  
**Montana Public Service Commission**  
 1-406-444-6175  
 [mhinman@mt.gov](mailto:mhinman@mt.gov)  
 <http://psc.mt.gov/>