



SUBGRANTEE PROCEDURE
MONTANA BOARD OF CRIME CONTROL
REQUESTS FOR PROGRAM-RELATED OUT-OF-STATE TRAVEL

Subject: Requests for Program-Related Out-of-State Travel	Page 1 of 1
Effective Date: November 2021	Revised: 06/02/2022

I. Purpose

The purpose of this procedure is to outline the process subgrantees must follow when requesting program-related out-of-state travel, what to do if the request is denied, and what to do when the request is approved.

II. Definitions

None

III. Procedures

Fill out the [Request and Justification for Out-of-State Travel form](#) and email any relevant supporting documentation (i.e. conference/meeting agendas, cost documentation for the hotel, cost documentation for flight, approved internal travel justification, email approval from supervisor) to your program staff point of contact. For a list of MBCC staff contact information, please visit: <https://mbcc.mt.gov/About/Contacts>. If you do not know your program staff point of contact, you may email the form and related documents to mbcc@mt.gov.

A. If your out-of-state travel request is approved:

1. MBCC program staff will send you an email with a signed and approved PDF version of the Request and Justification for Out-of-State Travel form and instructions. Save a copy of the approval email for your records and upload a copy to the subfolder within your Public folder in AmpliFund indicated in the email.
2. Upload a copy of all documents you submitted with the request to the AmpliFund subfolder indicated in the form and approval email.

B. If your out of state travel request is denied:

1. You will receive a denial email from MBCC program staff. The email will explain why your request was denied and list any items that need to be corrected or submitted before your request can be approved.
2. Correct and submit any items outlined in the denial email to MBCC program staff. Program Staff will review and notify you if your request is approved or denied.

IV. Closing

Questions concerning this procedure should be directed to your MBCC program staff point of contact.

V. Attachments

[Request and Justification for Out-of-State Travel Form](#)