

From: [Brown, James](#)
To: [Felder, Jennifer](#)
Subject: FW: Signed travel Sheets Statement
Date: Monday, July 3, 2023 9:52:04 AM
Attachments: [image001.png](#)
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[COMMISSION TRAVEL.docx](#)
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[image009.png](#)

Fyi

From: Pieske, Shawna <spieske@mt.gov>
Sent: Wednesday, June 28, 2023 2:14 PM
To: Tschida, Brad <Brad.Tschida@mt.gov>
Cc: Trooien, Patricia <ptrooien@mt.gov>; Litschauer, Staci <slitschauer@mt.gov>; Brown, James <James.Brown@mt.gov>
Subject: Signed travel Sheets Statement

Director Tshida, President Brown, and Staci:

As requested, an explanation of late signatures for staff travel. Staff is responsible for letting me or Patricia know about their travel plans and what pieces of it they need help with. I was responsible for booking plane tickets, hotels, car rentals, and registrations. I started the travel forms for the staff. I assumed that they were taking the form to their supervisors for signatures and so forth. This did not happen in a few cases. Will and I went through the travel folders and found as many forms as we could and made sure the forms were signed to date. Hopefully, we didn't miss any. I also failed to follow up in a few of the instances to check in and make sure that process was fulfilled.

Currently, we are working on travel instructions for staff that coincides with the now adopted Blue Book Polices to help staff understand the travel process and the paperwork needed to be completed. I have attached the draft of what we have so far. Please note that this is still a work in process and hope to complete it soon. Our hope is to get staff conditioned to follow travel procedures in order to keep a neat and documented path for accounting. We would also like to see staff use their assigned travel folders located in [S:\Centralized Services\Front Desk\Travel\Travel](#) (and the name of the staff member) to file the travel information for each trip to further ensure that everything is documented properly. This also helps keep track of every receipt for that trip.


Going forward, the commission secretaries will police the travel process very closely to make sure that everyone completes all the necessary travel processes. Please let me know if you should have any further questions.

Best,
Shawna

Shawna Pieske

Assistant Commission Secretary

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