

Calendar Year 2016 Travel Cheat Sheet

Per Diem Rates

(effective October 1, 2015)

	In-State	Out-of-State	Foreign
Morning Meal	\$ 5	\$ 11	\$ 7
Midday Meal	\$ 6	\$ 12	\$ 11
Evening Meal	\$ 12	\$ 23	\$ 18
Total per day	\$ 23	\$ 46	\$ 36

Lodging Reimbursements

(effective October 1, 2015)

(Rates do not include taxes)

	In-State and Out-of-State	Foreign
Standard Rate	\$ 89	\$ 155
High Cost Rate	**see GSA website for rates**	

In-State High Cost Areas: Flathead, Gallatin, Lake, Lewis & Clark, Missoula, Dawson, Richland, and Silver Bow

Rates over Standard/High Cost Rate will need Pre-Approval

Mileage Reimbursements

(Per statute as of January 1, 2016)

MCA 2-18-503

	Rate per Mile	Additional Information
Standard Rate	0.26	No maximum mileage per month
High Rate	0.54	0 <= 1000 miles per month
Low Rate	0.51	> 1000 miles per month

Must meet certain requirements to qualify for high/low rates

Useful Website URL's:

State Travel	http://sfsd.mt.gov/SAB/EmployeeTravel
Travel PowerPoint	http://sfsd.mt.gov/Portals/24/SAB/TrainingMaterials/Travel_Training.pdf
GSA	http://www.gsa.gov/portal/category/104711
MDT Distance Calc.	http://www.mdt.mt.gov/travinfo/scripts/citydist.pl
Corporate Travel Management	http://us.travelctm.com/mt/

Pre-Approval is required for:

- Personal Vehicle Usage
- Out of State Travel
- Foreign Travel
- Lodging at Actual Cost

Pre-Approval by the Director or Designee

For additional information contact:

<u>Contact</u>	<u>Email</u>	<u>Phone</u>
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