

2015 Travel Cheat Sheet

Per Diem Rates					
	<u>In-State</u>		<u>Out of State</u>		<u>Foreign</u>
Morning Meal	\$ 5	\$	7	\$	7
Midday Meal	\$ 6	\$	11	\$	11
Evening Meal	\$ 12	\$	23	\$	18
Total per day	\$ 23	\$	41	\$	36

Lodging Reimbursements					
<i>(Rates do not include taxes)</i>					
	<u>In-State</u>		<u>Out of State</u>		<u>Foreign</u>
Standard Rate	\$ 83	\$	83	\$	155
High Cost Rate	<i>**see GSA website for rates**</i>				
<i>**In-State High Cost Areas: Flathead, Gallatin, Lake, Lewis & Clark, Missoula, Dawson, Richland, and Silver Bow**</i>					
<i>**Rates over Standard/High Cost Rate will need Pre-Approval**</i>					

Mileage Reimbursements		
<i>(Per statute as of January 1, 2015)</i>		
<i>MCA 2-18-503</i>		
	<u>Rate per Mile</u>	<u>Additional Information</u>
Standard Rate	0.2769	No maximum mileage per month
High Rate	0.575	0<= 1000 miles per month
Low Rate	0.545	> 1000 miles per month
<i>**Must meet certain requirements to qualify for high/low rates**</i>		

Useful Website URL's:	
State Travel	http://sfsd.mt.gov/SAB/EmployeeTravel
Travel PowerPoint	http://sfsd.mt.gov/Portals/24/SAB/TrainingMaterials/Travel_Policy_Training_2013-2.pdf
GSA	http://www.gsa.gov/portal/category/104711

Pre-Approval is required for:
<ul style="list-style-type: none"> --Personal Vehicle Usage --Out of State Travel --Foreign Travel --Lodging at Actual Cost
<i>**Pre-Approval by the Director or Designee**</i>

For additional information contact:		
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