

STATE EMPLOYEE TRAVEL INFORMATION

Per Diem Rates Effective 10/1/16 through 9/30/17

	In-State	Out-of-State	Foreign
Morning Meal 12:01 am – 10:00 am	\$5	\$11	\$7
Midday Meal 10:01 am – 3:00pm	\$6	\$12	\$11
Evening Meal 3:01 – midnight	\$12	\$23	\$18
Total per day	\$23	\$46	\$36

Must be in travel status – at least 15 miles away from your headquarters or work site for the day - for **MORE THAN 3 hours (a minimum of one minute over three hours)** during the meal time range to qualify for that meal allowance. This means, leave no later than 6:59am for a morning meal, and don't return any earlier than 6:02pm for the evening meal. (You must count your minutes and be VERY SPECIFIC about recording the start and finish of your travel shift.

References: [2-18-501](#), [2-18-502](#), MCA; [Employee Travel Policy](#)

Lodging Rates Effective 10/1/16 through 9/30/17

	In- and Out-of-State	Foreign
Standard Rate	\$91	\$155
High-Cost Rate	See GSA website for rates	

NOTE: The following counties are considered high-cost and vary in their allowed standard rate: Dawson, Flathead, Gallatin, Lake, Lewis and Clark, Missoula, Richland, and Silver Bow. Rates exceeding either standard or high-cost rates require preapproval.

References: [2-18-501](#), MCA; [Lodging Rates Policy](#)

Personal Vehicle Mileage Reimbursements Effective 1/1/17 through 12/31/17

	Rate per Mile	Notes
Standard Rate	0.258 cents	No maximum mileage per month
High Rate*	0.535 cents	0 <= 1000 miles per month
Low Rate*	0.505 cents	>1000 miles per month

*Must meet certain requirements to qualify for high/low rates.

References: [2-18-503](#), MCA; [Mileage Reimbursement Rates Policy](#); [Employee Travel Policy](#)

Preapproval by department director or designee is required for:

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

*No expense reimbursements for foreign travel if receipt is missing! Be sure to keep your receipts.

Questions about travel?

Contact Rose Harmon

Phone: (406) 444-5583

Email: RoseHarmon@mt.gov