

## 2016-17 Travel Cheat Sheet

### Per Diem Rates

(effective October 1, 2016)

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

### Lodging Reimbursements

(effective October 1, 2016)

(Rates do not include taxes)

	In-State and Out-of-State	Foreign
Standard Rate	\$ 91	\$ 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, 2017)

MCA 2-18-503

	Rate per Mile	Additional Information
Standard Rate	0.258	No maximum mileage per month
High Rate	0.535	0 ≤ 1000 miles per month
Low Rate	0.505	> 1000 miles per month

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

### Useful Website URL's:

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

### 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>
Logan Nordahl	<a href="mailto:LNordahl2@mt.gov">LNordahl2@mt.gov</a>	(406)444-4669
State Accounting	<a href="mailto:SAccounting@mt.gov">SAccounting@mt.gov</a>	(406)444-4681