

## STATE EMPLOYEE TRAVEL INFORMATION

### Per Diem Rates Effective 10/1/18 through 9/30/19

	In-State	Out-of-State	Foreign
Morning Meal 12:01 am – 10:00 am	\$5	\$13	\$7
Midday Meal 10:01 am – 3:00 pm	\$6	\$14	\$11
Evening Meal 3:01 pm – midnight	\$12	\$23	\$18
Total per day	\$23	\$50	\$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 6:59 am for a morning meal, and don't return any earlier than 6:02 pm 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; [Meal Allowances Policy](#); [Employee Travel Policy](#)

### Lodging Rates Effective 10/1/18 through 9/30/19

	In- and Out-of-State	Foreign
Standard Rate	\$94	\$155
High-Cost Rate	See <a href="#">GSA website</a> for rates	

NOTE: The following counties are considered high-cost and vary in their allowed standard rate: Flathead, Gallatin, Lake, Lewis and Clark, and Missoula.

Rates exceeding either standard or high-cost rates require preapproval.

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

### Personal Vehicle Mileage Reimbursements Effective 1/1/18 through 12/31/18

	Rate per Mile	Notes
Standard Rate	26.2 cents	No maximum mileage per month
High Rate*	54.5 cents	0 <= 1000 miles per month
Low Rate*	51.5 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 ALL your receipts.

Questions about travel?

Email: [travelhelpdesk@mt.gov](mailto:travelhelpdesk@mt.gov)