

State Employee Travel Information

Per Diem (Meal) Rates: October 1, 2026, through September 30, 2027

Day Shift Meal	Night Shift Meal (see note 1)	In-State	Out-of-State	Foreign
Morning: 12:01 a.m. to 10:00 a.m.	Early morning: 3:01 a.m. to noon	\$11.20	\$16.00	Varies
Midday: 10:01 a.m. to 3:00 p.m.	Midnight: 10:01 p.m. to 3:00 a.m.	\$13.30	\$19.00	Varies
Evening: 3:01 p.m. to midnight	Evening: 12:01 p.m. to 10:00 p.m.	\$19.60	\$28.00	Varies

Note 1: Night-shift meal periods apply only to employees their agency has designated to work night shifts. Night-shift hours apply when most of an employee's work hours are between 7:00 p.m. and 6:00 a.m.

Maximum Meal Total per Day

Travel Location	Maximum per Day
In-State	\$44.10
Out-of-State	\$63.00
Foreign	Varies

How to Qualify for a Meal Allowance

To qualify for a meal allowance, you must be in travel status (at least 15 miles from your headquarters or work site for the day) for **more than 3 hours**, at least 3 hours and 1 minute, during that meal period.

Record the exact start and end times of your travel. For example, leave no later than 6:59 a.m. to qualify for the morning meal, and return no earlier than 6:02 p.m. to qualify for the evening meal.

Out-of-state meals: Under HB 13 and MCA 2-18-501, Montana does not reimburse the \$5 incidental charge when you submit receipts for out-of-state meals. The maximum daily reimbursement for out-of-state meals is \$63.

Meal Rate References

- [MCA 2-18-501](#)
- [MCA 2-18-502](#)
- [Employee Travel Policy](#)
- [GSA per diem rates](#) (out-of-state meals)
- [U.S. Department of State per diem rates](#) (foreign meals at standard rate)

Lodging Rates: October 1, 2026, through September 30, 2027

Rate Type	In-State and Out-of-State Rate
Standard rate	\$113 per night
High-cost rate (see note 2)	Varies; see GSA per diem rates

Note 2: These Montana counties are high-cost, and their allowed rates vary: Flathead, Gallatin, Lewis and Clark, Missoula, and Park. Find current rates on the [GSA per diem rates page](#).

Foreign lodging rates: See the [U.S. Department of State per diem rates](#).

Lodging that costs more than the standard or high-cost rate requires preapproval.

Lodging Rate References

- [MCA 2-18-501](#)
- [Employee Travel Policy](#)

Personal Vehicle Mileage: July 1, 2026, through December 31, 2026

Rate Type	Rate per Mile	Notes
Standard rate	36.59 cents	No monthly mileage limit
High rate (see note 3)	76 cents	Up to 1,000 miles per month
Low rate (see note 3)	73 cents	More than 1,000 miles per month

Note 3: You must meet certain requirements to qualify for the high or low rate.

Mileage References

- [MCA 2-18-503](#)
- [Employee Travel Policy](#)

Preapproval Required

Your department director or their designee must preapprove:

- Out-of-state travel
- Lodging at actual cost
- Personal vehicle use
- Foreign travel

Reimbursement and Questions

All travel reimbursements, except for the Montana University System (MUS), are issued through the state payroll system. The Travel Help Desk does not approve or process travel documents.

Questions about travel? Email the Travel Help Desk at travelhelpdesk@mt.gov.