

STATE EMPLOYEE TRAVEL INFORMATION
Per Diem Rates Effective 4/11/23 through 9/30/24

	In-State	Out-of-State	Foreign
Morning Meal 12:01 am – 10:00 am	\$8.25	\$13	Varies
Midday Meal 10:01 am – 3:00 pm	\$9.25	\$15	Varies
Evening Meal 3:01 pm – midnight	\$16.00	\$26	Varies
Total per day	\$33.50	\$54	Varies

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 mealtime 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; [Employee Travel Policy](#); [GSA website](#) for Out-of-State and [US Department of State website](#) for Foreign meals at standard rate.

Per HB 13 and MCA 2-18-501 Montana does not recognize the \$5 incidental charge as a reimbursable expense when submitting receipts for out-of-state meals. The maximum daily allowable reimbursement for out-of-state meals is \$54.

Lodging Rates Effective 10/1/23 through 9/30/24

In- and Out-of-State Rates	
Standard Rate	\$107
High-Cost Rate	See GSA website for rates
Foreign Lodging Rates	
Foreign	See US Department of State website for rates

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

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

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

Personal Vehicle Mileage Reimbursements Effective 1/1/24 through 12/31/24

	Rate per Mile	Notes
Standard Rate	32.3 cents	No maximum mileage per month
High Rate*	67.0 cents	0 <= 1000 miles per month
Low Rate*	64.0 cents	>1000 miles per month

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

References: [2-18-503](#), MCA; [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

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

Questions about travel? Email: travelhelpdesk@mt.gov