

STATE EMPLOYEE TRAVEL INFORMATION

In-State Per Diem Rates Effective 4/11/23 (HB 13)

Out-of-State Per Diem Rates Effective 10/1/24 Through 9/30/25

	In-State	Out-of-State	Foreign
Morning Meal 12:01 am – 10:00 am	\$8.25	\$16	Varies
Midday Meal 10:01 am – 3:00 pm	\$9.25	\$19	Varies
Evening Meal 3:01 pm – midnight	\$16.00	\$28	Varies
Total per day	\$33.50	\$63	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 \$63.

Lodging Rates Effective 10/1/24 through 9/30/25

In- and Out-of-State Rates

Standard Rate	\$110
High-Cost Rate	See GSA website for rates

Foreign Lodging Rates

Foreign	See US Department of State website for rates
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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
- Personal Vehicle Usage
- Lodging at Actual Cost
- 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

