

## STATE EMPLOYEE TRAVEL INFORMATION

**Per Diem Rates Effective 10/1/25 through 9/30/26**

Day Shift	Night Shift*	In-State	Out-of-State	Foreign
Morning Meal 12:01am-10:00am	Early Morning Meal 3:01am-Noon	\$11.20	\$16.00	Varies
Midday Meal 10:01am-3:00pm	Mid-night Meal 10:01pm-3:00am	\$13.30	\$19.00	Varies
Evening Meal 3:01pm-Midnight	Evening Meal 12:01pm-10:00pm	\$19.60	\$28.00	Varies
<b>Maximum Total per Day</b>		<b>\$44.10</b>	<b>\$63.00</b>	Varies

\*Only employees designated by an agency to work night-shifts will fall under the night-shift time range. Night-shift hours apply when a majority of an employee's work hours are between 7:00 p.m. and 6:00 a.m.

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. You must count your minutes and be **VERY SPECIFIC** about recording the start and finish of your travel shift. This means, leave no later than 6:59 am for a morning meal, and do not return any earlier than 6:02 pm for the evening meal.

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 10/1/25 through 9/30/26**

In- and Out-of-State Rates		Foreign Lodging Rates
Standard Rate	\$110	See <a href="#">US Department of State website</a> for rates
High-Cost Rate*	See <a href="#">GSA website</a> for rates	

\*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 1/1/26 through 12/31/26**

	Rate per Mile	Notes
Standard Rate	34.9 cents	No maximum mileage per month
High Rate*	72.5 cents	0<=1000 miles per month
Low Rate*	69.5 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](mailto:travelhelpdesk@mt.gov)