

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
Maximum Total per Day		\$44.10	\$63.00	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 US Department of State website for rates
High-Cost Rate*	See GSA website 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 1/1/25 through 12/31/25

	Rate per Mile	Notes
Standard Rate	33.7 cents	No maximum mileage per month
High Rate*	70.0 cents	0<=1000 miles per month
Low Rate*	67.0 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