

Travel Reimbursement Fact Sheet

DNRC tries to keep this page updated with the most current rates, however, sometimes they are not updated. If you have any questions, visit the DOA Montana Operations Manual (MOM) Online website at <http://mom.mt.gov/default.mcp>. Once in the site, go to the Travel category.

Mileage Reimbursement (updated in January each year):

Reimbursement for personal car mileage: Standard rate \$.272/mile; High rate \$.565/mile (1st 1000 miles in a month); Low rate \$.535/ mile (after 1st 1000 miles in a month). To claim reimbursement at the high/low rates, state employees must qualify according to Section 1-0310.30 of the Employee Travel Policy in the Montana Operations Manual.

Private airplane is \$1.13/nautical mile.

MILES ARE BASED ON ACTUAL MAP MILES. THE SUPERVISOR MAY ALLOW AN APPROPRIATE AMOUNT FOR INTOWN MILEAGE.

Meal Reimbursement:

Must be in a travel status more than 3 continuous hours within one of the following time ranges and at least 15 miles from headquarters or home which ever is closer. The geographical location in which the meal is consumed becomes the determining factor for rates paid.

Time Range	In-State	Out-of-State
12:01-10:00 a.m. (morning)	\$5.00	\$7.00
10:01-3:00 p.m. (midday)	\$6.00	\$11.00
3:01 p.m.-midnight (evening)	<u>\$12.00</u>	<u>\$23.00</u>
Total per day	\$23.00	\$41.00

(Based on federal maximum-Subject to change)

Lodging Reimbursement (updated in October each year):

Employees will not be reimbursed for separate room facility charges.

Receiptable:

Original motel receipt must be attached to travel claim.

Regular In-State:

The maximum lodging reimbursement rate for in-state travel is the actual cost of lodging, not to exceed the federal per diem rate plus the applicable taxes on the allowable rate.

The federal per diem room rates for Montana are available through the Internet at this website: <http://doa.mt.gov/doatravel/HotelList.asp>

Montana In-state Lodging Policy:

Per MCA 1-0340.25 In-State Travel Lodging Reimbursements Rates at Actual Cost Subject to Federal Per Diem Cap. Except as provided for in section 1-0340.30, you are eligible to be reimbursed your actual out of pocket lodging expenses, not to exceed the federal per diem room rate for the location involved, plus the taxes on the allowable cost, for any location in Montana. The federal per diem rates for Montana are available through the Internet at the following location: <http://www.gsa.gov/portal/category/100120>

Regular Out-of State:

Lodging reimbursement for out-of-state travel follows federal guidelines, as established in Section 2-18-501(2),MCA. The federal schedules are available in the Department of Administration or through the Internet as follows:

<http://www.gsa.gov/portal/category/21287>

Non-Receiptable - \$12.00.

A "**Request for Reimbursement of Lodging at Actual Cost**" form must be completed and approved prior to travel and attached to the claim for reimbursement at actual cost for lodging that exceeds the federal per diem rate.

http://doa.mt.gov/content/doatravel/docs/request_for_reimbursement

For out-of-country travel contact your payroll specialist prior to travel.

Miscellaneous Expenses:

Original receipts must support individual items of \$25.00 or more.

Travel Advances:

Except in hardship cases, your travel advance will not be approved unless your out-of-pocket expenses exceed \$50.00

Pro Cards:

Pro Cards are available for travel purposes. They are obtained through DNRC's Financial Services Office. Contact [Cathlien Butler](#).

Filing Claims:

You should file travel expense vouchers no more than twice monthly. Unusual circumstances may justify exceptions to this rule. **If you do not file for reimbursement of travel costs within three months after incurring the expense, you waive your right to reimbursement.**