



**MONTANA  
DEPARTMENT OF  
ADMINISTRATION**

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**Director's Office**

Greg Gianforte, Governor

Misty Ann Giles, Director

DATE: June 2, 2022

TO: Tricia Greiberis, DNRC Chief Financial Officer  
Sonya Germann, DNRC Forestry Division Administrator  
Rex Renk, DNRC Chief of Staff

FROM: Kristin Reynolds, DOA Chief Financial Officer

SUBJECT: FIREFIGHTER MEAL REIMBURSEMENTS

Under the provisions of 2-18-501(10) MCA, when the actual cost of meals exceeds the maximum standard amount allowed, the Department of Administration (DOA) may authorize the actual cost of meals for firefighters. Currently, DOA authorizes Department of Natural Resources and Conservation (DNRC) to reimburse firefighters the actual cost of meals up to specified limits. Currently the limits are \$10 for morning meal, \$11 for midday meal, and \$15 for evening meal.

DNRC is requesting that the meal reimbursements follow the standard U.S. General Services Administration (GSA) Federal continental U.S. (CONUS) meal rate structure, excluding incidentals. The GSA changes their rates as needed based on findings from their studies. The current GSA rates can be found at this site <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>. Department of Administration agrees with the proposed change to meal reimbursement structure for firefighters effective June 1, 2022.

Previously there was a temporary lift to the requirement of an itemized receipt when reimbursement exceeded the maximum standard allowance due to COVID-19. Due to the struggles facing DNRC with recruitment and retention of firefighters we are removing the requirement for receipts for meal reimbursements for firefighters effective June 1, 2022.