STATE EMPLOYEE TRAVEL INFORMATION

Per Diem Rates Effective 10/1/22 through 9/30/23

	In-State	Out-of-State	Foreign
Morning Meal 12:01 am – 10:00 am	$7.50	$13	$7
Midday Meal 10:01 am – 3:00 pm	$8.50	$15	$11
Evening Meal 3:01 pm – midnight	$14.50	$26	$18
Total per day	$30.50	$54	$36

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

Lodging Rates Effective 10/1/22 through 9/30/23

	In- and Out-of-State	Foreign
Standard Rate	$98	$155
High-Cost Rate	See GSA website for rates	

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 1/1/23 through 12/31/23

	Rate per Mile	Notes
Standard Rate	31.5 cents	No maximum mileage per month
High Rate*	65.5 cents	0 <= 1000 miles per month
Low Rate*	62.5 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*

*No expense reimbursements for foreign travel if receipt is missing! Be sure to keep ALL your receipts.

Questions about travel? Email: travelhelpdesk@mt.gov