

## STATE EMPLOYEE TRAVEL INFORMATION

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

|                                     | In-State | Out-of-State | Foreign |
|-------------------------------------|----------|--------------|---------|
| Morning Meal<br>12:01 am – 10:00 am | \$7.50   | \$13         | \$7     |
| Midday Meal<br>10:01 am – 3:00 pm   | \$8.50   | \$15         | \$11    |
| Evening Meal<br>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 <a href="#">GSA website</a> 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](mailto:travelhelpdesk@mt.gov)