

TRAVEL INFORMATION FY15

MEAL ALLOWANCES--TIME RANGES (Section 2-18-502(1), MCA)

In order to claim an allowance for a meal, you must be in a travel status for more than three continuous hours within one of the following time ranges:

<u>MEALS:</u>	<u>IN-STATE</u>	<u>OUT-OF-STATE</u>
Three hours or less	None	None
Greater than three hours and at least 3 hours within each of the ranges below:		
Morning (12:01 a.m. to 10:00 a.m.)	\$5.00	\$7.00
Midday (10:01 a.m. to 3:00 p.m.)	\$6.00	\$11.00
Evening (3:01 p.m. to 12:00 midnight)	<u>\$12.00</u>	<u>\$23.00</u>
	\$23.00	\$41.00

You must consider each time range separately when applying the "more than three hour" rule. **For example, if you travel from 8 a.m. to 2 p.m., you receive the allowance only for the midday meal.**

LODGING: In-state Lodging Policy

The maximum lodging reimbursement rate for in-state travel is the federal per diem room rate which is currently **\$83 per night plus tax** for all cities with the exception of Gallatin, Silver Bow, Lewis and Clark, Missoula, Lake and Flathead Counties. **The \$83 per night rate also applies to out-of-state travel unless the city is in a high cost area.** To find the GSA website go to: www.doa.mt.gov, and click on "State Travel Information." Then click on the "Federal Lodging Rate Guidelines" and select the state you will be visiting. Hotel managers may require state employees to **show a valid state identification card** before they will honor the state rate.

Montana High Cost Areas by Counties	Maximum Lodging	Cities within listed counties include, but are not limited to:
Gallatin County	(Oct 1 – May 31) \$ 86 (June 1 – Sept 30) \$125	Bozeman Belgrade Big Sky West Yellowstone
Silver Bow	Year Round \$ 88	Butte
Lewis and Clark	Year Round \$ 89	Helena
Missoula / Lake / Flathead	(Oct 1 – June 30) \$ 92 (July 1 – Aug 31) \$ 128 (Sept 1 – Sept 30) \$ 92	Missoula Seeley Lake Polson Kalispell Whitefish
Richland/Dawson	Year Round \$161	Sidney Glendive

The lodging rate listed in the table applies to the entire county even if a particular city in that county is not listed.

\$12.00 is allowed for reimbursement for both in-state and out-of-state.

If **receipt is not available** and travel included overnight stay

MISCELLANEOUS:

Under \$25.00--no receipt required (but make a concerted attempt to include a receipt and **itemize the expenses**)

\$25.00 or more--receipt required

MILEAGE RATES (effective until changed):

Standard	.27 --- effective 01/01/14
High	.56-----effective 01/01/14
Low	.53 after 1,000 miles per month effective 01/01/14
Aircraft	1.12 ----effective 01/01/14

Motorized OHV	15.00 per day (while in use)
Motorized Boats	15.00 per day (while in use)
Non-motorized Boats	5.00 per day (while in use)
Horse Trailers	15.00 per day (while in use)
Other Trailers	5.00 per day (while in use)
Horses (Animals)	16.00 per day, per horse (in some situations, feed & shoeing)

High Rate:

- 1) When state vehicle is not available
 - Employees based in the region must have approval of Regional Supervisor or Regional Parks Manager
 - Headquarter employees must have approval of their Division Administrator
- 2) All elected officials or board members
- 3) Employees driving 25 miles or less per day
- 4) Volunteers

State Travel Policy can be found at the following link.

<http://mom.mt.gov/default.mcpX>