



Recreational Trails Program Travel and Personal Property Reimbursement Guidelines

Travel expenses to/from a RTP project site and use of certain types of personal property directly related to a RTP project may eligible RTP expenses or match. To be eligible, such expenses/match must be approved in the RTP project's Funding Strategy Narrative before the travel occurs or the personal property is used. The State rates shown below are maximum amounts that can be reimbursed.

Allowable types of travel reimbursement are below. Rates and documentation requirements are in the sections that follow.

- Vehicle mileage
- Meal allowance (per diem)
- Lodging
- Use of personal property (trailers, stock, etc.)

Vehicle Mileage

RTP funds can reimburse miles driven to or from a RTP project site at a rate of \$0.56 per mile¹ for travel after 1/1/21. For travel prior to 1/1/21, the mileage rate is \$0.58. The RTP Travel and Personal Property Reimbursement Form must be used to document the miles being reimbursed.

Meals by Receipt (at Real Cost)

Meals by receipt are the most common way to claim meal expenses for RTP projects. A grantee organization may be reimbursed for groceries purchased for RTP-funded trail crew meals. In this case, all itemized grocery receipts and proof of purchase(s) must be included with the reimbursement request.

Meals by Meal Allowance (Per Diem)

To be eligible for a meal allowance while traveling to/from a RTP project, an individual must be in a travel status for more than three continuous hours within one of the following time ranges. The individual must also be at least 15 miles from the organization headquarters or home, whichever is

¹ If you are seeking reimbursement for more than 1,000 miles driven by one individual in a calendar month after 1/1/21, the reimbursement rate for the miles driven over 1,000 miles lowers to \$0.53 per mile.

closer. The RTP Travel and Personal Property Reimbursement Form must be used to document the meal allowances being requested.

Time Range	Meal Allowed	Reimbursement
12:01am to 10:00am	Morning Meal	\$7.50
10:01am to 3:00pm	Midday Meal	\$8.50
3:01pm to Midnight	Evening Meal	\$14.50

If the individual travels each day from headquarters or home to a specific RTP work site(s) within the vicinity of their headquarters or home, they are not in a travel status.

Lodging

RTP funds can be used to reimburse lodging costs when an individual is traveling to/from a RTP worksite.

If your organization pays for an individual to stay overnight at a commercial facility (hotel, motel, Airbnb, etc.), you may claim out-of-pocket lodging expenses up to the maximum amounts shown below. You must include a receipt and proof of payment along with the RTP Travel and Personal Property Reimbursement Form.

Primary Destination	County	Maximum Lodging Rate
Standard Rate	Applies to all locations without specified rates	\$96
Big Sky / West Yellowstone / Bozeman	Gallatin / Park	October 1 - May 31 = \$113 June 1 - September 30 = \$225
Helena	Lewis and Clark	\$103
Missoula	Missoula	September 1 - June 30 = \$102 July 1 – August 31 = \$141
Kalispell / Whitefish	Flathead	September 1 - June 30 = \$96 July 1 – August 31 = \$164

If an individual stays overnight at a non-receiptable lodging facility (in a tent, camper, or trailer), you may claim \$12 per night for lodging expenses. However, when overnight accommodations are provided at the expense of a government entity (e.g. USFS, DNRC), reimbursement may not be claimed for lodging. The RTP Travel and Personal Property Reimbursement Form must be used to document the lodging expense(s) being requested.

Use of Personal Property

If an individual uses the property listed below specifically for a RTP project, you may claim the appropriate amount for property expenses. The RTP Travel and Personal Property Reimbursement Form must be used to document the property expense(s) being requested.

Type of Personal Property	Reimbursement (per day in use)
Motorized OHV or Boats	\$15.00
Non-Motorized OHV or Boat	\$5.00
Horse Trailer	\$15.00
Other Trailer	\$5.00
Horse (Pack Animal)	\$16.00

Using the RTP Travel and Personal Property Reimbursement Form

Effective Feb 1, 2020, the RTP Travel & Personal Property Reimbursement Form must be used for RTP grantees to claim travel-related costs and/or the use of personal property for reimbursement or match. This form requires specific information, including a signature and date from the individual whose travel or property is being claimed for reimbursement or match. Additionally, a designee from your organization must certify the hours with his/her signature.

The form is an Excel document that is separated into tabs. Anyone using the form must fill out all fields on the Cover Sheet Tab (first tab). Additional instructions are included there.

It is highly recommended those using this form fill it out in Excel—it will perform calculations automatically. The Cover Sheet Tab may be printed to obtain signatures, if desired. Like the volunteer log, all signatures should be obtained after the work is performed and the form is filled out to verify and certify what was completed. Signatures should not be obtained in anticipation of the work being done.

This form is effective immediately. It must be used even if the travel or use of personal property occurred previous to now.

The most current RTP Travel and Personal Property Reimbursement Form can be found on the RTP website: <https://fwp.mt.gov/stateparks/aboutfwp/grant-programs/recreational-trails>