



# MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

## FINANCIAL SERVICES OFFICE (FSO)

## Travel Reimbursement Fact Sheet

DNRC tries to keep this page updated with the most current rates, however, sometimes they are not updated. If you have any questions, visit the DOA State Employee Travel website at <https://montana.policytech.com/docview/?docid=420&public=true>.

### Mileage Reimbursement (updated in January each year):

DOA updates the [mileage reimbursement rates](#) annually. Reimbursement for personal car mileage: Standard rate \$.258/mile; High rate \$.535/mile (1st 1,000 miles in a month); Low rate \$.505/ mile (after 1st 1000 miles in a month). To claim reimbursement at the high/low rates, state employees must qualify according to Section VII.C. State and Personal Vehicles in the Montana Operations Manual (MOM) Policy on Employee Travel.

Private airplane is \$1.07/nautical mile.

MILES ARE BASED ON ACTUAL MAP MILES. THE SUPERVISOR MAY ALLOW AN APPROPRIATE AMOUNT FOR INTOWN MILEAGE.

### Meal Reimbursement:

Must be in a travel status more than 3 continuous hours within one of the following time ranges and at least 15 miles from headquarters or home which ever is closer. The geographical location in which the meal is consumed becomes the determining factor for rates paid.

#### Time Ranges:

12:01 a.m. to 10:00 a.m. Morning meal

10:01 a.m. to 3:00 p.m. Midday meal

3:01 p.m. to midnight Evening meal

Each time range must be considered separately when applying the more than 3-hour rule.

	In-State	Out-of-State
Morning Meal	\$5.00	\$11.00
Midday Meal	\$6.00	\$12.00
Evening Meal	<u>\$12.00</u>	<u>\$23.00</u>
<b>Total per day</b>	<b>\$23.00</b>	<b>\$46.00</b>

### Fire Meals:

When working for other state or federal agencies on wildland fires or other such incidents where lodging and/or meals are not provided, employees of the state of Montana (including Emergency Firefighters) will be eligible for **in-state meal** reimbursement at the following rates:

	In-State
Morning meal	\$10.00
Midday meal	\$11.00
Evening meal	<u>\$15.00</u>
<b>Total per day</b>	<b>\$36.00</b>

### Foreign Travel Meals:

For travel to a location outside of the United States, the meals rates provided in Section 2-18-501(4), MCA, follow:

	Foreign
Morning meal	\$7.00
Midday meal	\$11.00
Evening meal	<u>\$18.00</u>
<b>Total per day</b>	<b>\$36.00</b>

**NOTE:** Employees **must submit receipts** for both foreign meals and lodging to receive reimbursement.

If the meal or lodging costs exceed the rates established in law, the employee will be reimbursed for actual meal and lodging expenses up to the daily maximum established by United States Department of State for the related foreign area. The federal schedules for foreign travel rates are available on the US State Department website.

The federal meal "per diem" is allocated at the rate of 15% for breakfast, 25% for lunch, and 40% for dinner, or 80% of the total for a full day, rounded to the nearest dollar. If an employee is in foreign travel status for less than a full day, the federal meal total should be allocated using the individual meal percentages provided above. When an employee is in foreign travel status for an entire day, the receipts will be compared to the total allowed per day to arrive at the reimbursement due.

As calculated above, the 20% foreign "incidental allowance" included in the federal "per diem" rate, not allowable under state law, is excluded from the daily federal total to arrive at the meals allowed a State employee.

### Lodging Reimbursement:

The reimbursement for lodging for Montana are available on the GSA website or MOM policy – [Lodging Rates](#) located on the DOA State Employee Travel webpage. The employee receives reimbursement for their actual out-of-pocket lodging expenses, including room tax, up to the maximum amounts set by Section 2-18-501, MCA, for in-state and out-of-state travel. The federal per diem room rates for Montana are available on the [GSA website](#) or by visiting the DOA State Employee Travel webpage.

Employees will not be reimbursed for separate room facility charges.

Original motel receipt must be attached to travel claim.

If the cost of lodging is higher than the federal per diem room rate, then a **"Request for Reimbursement of Lodging at Actual Cost"** form must be completed and approved prior to travel and attached to the claim for reimbursement at actual cost for lodging that exceeds the federal per diem rate. [http://doa.mt.gov/content/doatravel/docs/request\\_for\\_reimbursement](http://doa.mt.gov/content/doatravel/docs/request_for_reimbursement)

For out-of-country travel contact your payroll specialist prior to travel.

### Non-Receiptable Lodging - \$12.00:

If an employee stays in a non-receiptable facility (*e.g. with friends or relatives or in a camper or trailer*) or you fail to obtain a receipt, [Section 2-18-501\(5\)](#), MCA, authorizes the employee to claim \$12 per night for lodging expenses.

**Miscellaneous Expenses:**

Original receipts must support individual items of \$25.00 or more.

**Travel Advances:**

Except in hardship cases, your travel advance will not be approved unless your out-of-pocket expenses exceed \$50.00.

**Pro Cards:**

Pro Cards are available for travel purposes. They are obtained through DNRC's Financial Services Office. Contact [Cathlien Butler](#).

**Filing Claims:**

You should file a [Travel Expense Vouchers](#) monthly. Unusual circumstances may justify exceptions to this rule. **If you do not file for reimbursement of travel costs within three months after incurring the expense, you waive your right to reimbursement.**