

## STATE EMPLOYEE TRAVEL INFORMATION

### Per Diem Rates Effective 10/1/25 through 9/30/26

| Day Shift                       | Night Shift*                      | In-State | Out-of-State | Foreign |
|---------------------------------|-----------------------------------|----------|--------------|---------|
| Morning Meal<br>12:01am-10:00am | Early Morning Meal<br>3:01am-Noon | \$11.20  | \$16.00      | Varies  |
| Midday Meal<br>10:01am-3:00pm   | Mid-night Meal<br>10:01pm-3:00am  | \$13.30  | \$19.00      | Varies  |
| Evening Meal<br>3:01pm-Midnight | Evening Meal<br>12:01pm-10:00pm   | \$19.60  | \$28.00      | Varies  |
| Maximum Total per Day           |                                   | \$44.10  | \$63.00      | Varies  |

*\*Only employees designated by an agency to work night-shifts will fall under the night-shift time range. Night-shift hours apply when a majority of an employee's work hours are between 7:00 p.m. and 6:00 a.m.*

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. You must count your minutes and be VERY SPECIFIC about recording the start and finish of your travel shift. This means, leave no later than 6:59 am for a morning meal, and do not return any earlier than 6:02 pm for the evening meal.

References: [2-18-501](#), [2-18-502](#), MCA; [Employee Travel Policy](#); [GSA website](#) for Out-of-State and [US Department of State website](#) for Foreign meals at standard rate.

Per HB 13 and MCA 2-18-501 Montana does not recognize the \$5 incidental charge as a reimbursable expense when submitting receipts for out-of-state meals. The maximum daily allowable reimbursement for out-of-state meals is \$63.

### Lodging Rates Effective 10/1/25 through 9/30/26

| In- and Out-of-State Rates |   | Foreign Lodging Rates  |
|----------------------------|---|--|
| Standard Rate              | \$110                                     | See <a href="#">US Department of State website</a> for rates |
| High-Cost Rate*            | See <a href="#">GSA website</a> for rates |  |

*\*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 1/1/26 through 12/31/26

|               | Rate per Mile | Notes                        |
|---------------|---------------|------------------------------|
| Standard Rate | 34.9 cents    | No maximum mileage per month |
| High Rate*    | 72.5 cents    | 0<=1000 miles per month      |
| Low Rate*     | 69.5 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

All travel reimbursements, excluding the Montana University System (MUS), are to be issued through the state payroll system. **Travel Help Desk does not approve or process travel documents.**

Questions about travel? Email: [travelhelpdesk@mt.gov](mailto:travelhelpdesk@mt.gov)