

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 12:01am-10:00am | Early Morning Meal 3:01am-Noon | \$11.20 | \$16.00 | Varies |
| Midday Meal 10:01am-3:00pm | Mid-night Meal 10:01pm-3:00am | \$13.30 | \$19.00 | Varies |
| Evening Meal 3:01pm-Midnight | Evening Meal 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 US Department of State website for rates |
| High-Cost Rate* | See GSA website 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 1/1/25 through 12/31/25

| | Rate per Mile | Notes |
|---------------|---------------|------------------------------|
| Standard Rate | 33.7 cents | No maximum mileage per month |
| High Rate* | 70.0 cents | 0<=1000 miles per month |
| Low Rate* | 67.0 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

City of Conrad Meal Allowance Policy & Personal Vehicle Mileage Reimbursement Policy

The City of Conrad has developed a policy for the meal allowance/reimbursement for City employees and officers. This policy may be amended from time to time by Council vote. Employees completing City of Conrad business shall receive meal allowances at a rate established by the City Council. Meal allowances will be approved only if the meals are not included in tuition, registration fees or hotel charges. If only a fraction of the day is authorized for travel, the per diem or expense allowance shall be only for that portion of the day.

\$ 11.20 for Breakfast
\$ 13.30 for Lunch
\$ 19.60 for Dinner

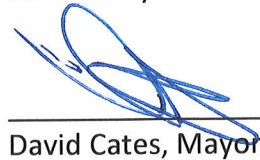
Not to exceed \$44.10 per day maximum.

If requested, this allowance may be paid in advance to the employee/officer on the day preceding their departure for the training. Claims for such must be submitted for approval at the Council meeting immediately preceding the departure date. In the event the employee/officer is unable to attend any portion of the conference/training, the unused portion must be returned to the City.

At the Supervisor's discretion an employee may use their own vehicle for employment related travel and receive a mileage reimbursement. When employees use their own vehicles for City of Conrad business, they are required to provide proof of liability insurance coverage.

Reimbursement shall be at the Montana State rate of \$0.70 per mile

Approved and effective on January 6th, 2026 by the City of Conrad City Council.

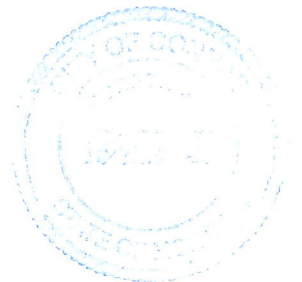


David Cates, Mayor

Attest:



Amber Schoenrock, Council President



REVISED: 01-06-2026