

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

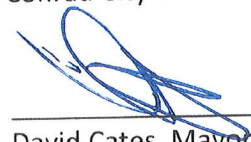
Not to exceed \$44.10 per day maximum.

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