

**FINANCIAL MANAGEMENT**Travel Allowance Schedule

## In-State Travel

Lodging (receipt required) \$83.00 per night plus tax

Building level administrators will be responsible for lodging reservations. In the event employees make lodging arrangements, they should ask for the state per diem room rate. If that is not available, they have the option to expend up to the federal per diem room rate which is currently \$83 per night. Contact the Business Office for current rates for these cities and high cost area maximum lodging per night rates.

Meal Allowance (includes tips) - receipts required

12:01 am-10 am	Morning meal	\$ 5.00
10:01 am-3 pm	Mid-day meal	\$ 6.00
3:01 pm-midnight	Evening meal	\$12.00

In order to obtain one meal allowance, the travel must exceed three continuous hours in that time period.

## Out of State Travel (contact District Office for Travel Expense Form)

Lodging (receipt required) \$83.00 per night plus tax

Contact the Business Office for current rates for high cost cities.

Meal Allowance (includes tips) - receipts required

12:01 am-10 am	Morning meal	\$7.00
10:01 am-3 pm	Mid-day meal	\$11.00
3:01 pm-midnight	Evening meal	\$23.00

In order to obtain one meal allowance, the travel must exceed three continuous hours in that time period.

If you stay 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 you to claim \$12 per night for lodging expenses.

Fuel - Fuel will be reimbursed according to 2-18-503. A rate equal to the mileage allotment allowed by the United States internal revenue service for the current year for the first 1,000 miles and 3 cents less per mile for all additional miles traveled within a given calendar month.

**NO RECEIPTS ... NO REIMBURSEMENT**