

TRAVEL INFORMATION

January 1 – June 30, 2022

Per Diem Rates Effective 10/1/21 through 9/30/22

	<u>In-State</u>	<u>Out-of-State</u>	<u>Foreign</u>
Morning Meal 12:01 am – 10:00 am	\$7.50	\$13	\$7
Midday Meal 10:01 am – 3:00 pm	\$8.50	\$15	\$11
Evening Meal 3:01 pm – midnight	\$14.50	\$26	\$18
Total per day	\$30.50	\$54	\$36

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. This means, leave no later than 6:59 am for a morning meal, and don't return any earlier than 6:02 pm for the evening meal.

References: [2-18-501](#), [2-18-502](#)

Lodging Rates Effective 10/1/21 through 9/30/22

	<u>In- and Out-of-State</u>	<u>Foreign</u>
Standard Rate	\$96	\$155
High-Cost Rate	See GSA website for rates	

NOTE: 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.

Reference: [2-18-501](#)

Personal Vehicle Mileage Reimbursements Effective 1/1/21 through 6/30/22

	<u>Rate per Mile</u>	<u>Notes</u>
Standard Rate	27.0 cents	No maximum mileage per month
High Rate*	58.5 cents	0 <= 1000 miles per month
Low Rate*	53.0 cents	>1000 miles per month

*Must meet certain requirements to qualify for high/low rates.

Reference: [2-18-503](#)

Questions about travel? Email: bsanem@mt.gov