

## RESOLUTION NO. 1-2020

A RESOLUTION ADOPTING REIMBURSEMENT RATES PAYABLE TO OFFICERS AND EMPLOYEES FOR TRAVEL RELATED EXPENSES.

WHEREAS, from time to time County officers and employees are required to travel for County business, and in connection with such officers and employees incur travel related expenses; and

WHEREAS, it is necessary to reimburse such officers and employees at set rates;

NOW THEREFORE BE IT RESOLVED, that the following reimbursement rates shall apply as of January 1, 2020:

### **MILEAGE:**

Actual mileage when first and last readings are provided on claim, when using a personally owned vehicle; or

Mileage from map documentation by the shortest travel route (1-18-504).

Calculations: Total mileage times \$.575 per mile.

### **MEALS:**

To be eligible for the meal allowance, an employee must have been in a travel status for more than three (3) continuous hours outside of the employee's defined service area. Employees will be reimbursed at the following rates (*Note – no receipts are required or needed. These are the allowable reimbursement amounts*):

In-State Meal Rates: \$10.00 for the morning meal, \$12.00 for the midday meal, and \$18.00 for the evening meal.

Out-of-State Meal Rates: \$11.00 for the morning meal, \$12.00 for the midday meal, and \$23.00 for the evening meal.

1. Maximum one meal allowed per normal work shift.
2. Maximum two meals allowed if travel commenced more than one hour before or terminated more than one hour after employee's assigned work shift.
3. Elected Officials, Department Heads, or their designees, attending meetings as part of their job responsibilities, may be reimbursed for meals at a rate consistent with those outlined above. Per IRS ruling, these meals are taxable if NO OVERNIGHT stay occurs.
4. Meals included in registration fees are not reimbursed.

**MOTEL/HOTEL ROOMS:**

Fergus County policy is to follow the State of Montana travel reimbursement policy, with the original Motel/Hotel zero balance receipt.

**State Rate for Lodging**

The in-state lodging reimbursement rate is \$94 plus tax, except for those communities listed below.

**1-0340.25 IN-STATE TRAVEL - LODGING REIMBURSEMENT RATES AT ACTUAL COST SUBJECT TO FEDERAL PER DIEM CAP**

Except as provided for in section 1-0340.30, you are eligible to be reimbursed your actual out-of-pocket lodging expenses, **not to exceed the federal per diem room rate for the location involved**, plus the taxes on the allowable cost, for any location in Montana.

Please see the table below for the federal per diem room rates for Montana (**October 1, 2018 - September 30, 2019**), as shown on the US GSA (CONUSA) page:

Cities not appearing below may be located within a county for which rates are listed.

To determine the county in which a city is located, visit the following page on our website: <http://www.mtcounties.org/counties/county-information/cities-towns-communities>

| Primary Destination                                            | County                                             | Max Lodging (exc. taxes) | Max Per Diem Rate | First & Last Day |
|----------------------------------------------------------------|----------------------------------------------------|--------------------------|-------------------|------------------|
| Standard Rate                                                  | Applies for all locations without specified rates. | \$96                     | \$151             | \$41.25          |
| Big Sky<br>West Yellowstone<br>Gardiner<br>(Oct. 1 – May 31)   | Gallatin/Park                                      | \$113                    | \$174             | \$45.75          |
| Big Sky<br>West Yellowstone<br>Gardiner<br>(June 1 – Sept. 30) | Gallatin/Park                                      | \$225                    | \$286             | \$45.75          |

|                                                |               |       |       |         |
|------------------------------------------------|---------------|-------|-------|---------|
| Helena                                         | Lewis & Clark | \$103 | \$169 | \$49.50 |
| Kalispell<br>Whitefish<br>(Oct. 1 – June 30)   | Flathead      | \$96  | \$157 | \$45.75 |
| Kalispell<br>Whitefish<br>(July 1 – Aug. 31)   | Flathead      | \$164 | \$225 | \$45.75 |
| Kalispell<br>Whitefish<br>(Sept. 1 – Sept. 30) | Flathead      | \$96  | \$225 | \$45.75 |
| Missoula<br>(Oct. 1 – June 30)                 | Missoula      | \$102 | \$163 | \$45.75 |
| Missoula<br>(July 1 – Aug. 31)                 | Missoula      | \$141 | \$202 | \$45.75 |
| Missoula<br>(Sept. 1 – Sept. 30)               | Missoula      | \$102 | \$163 | \$45.75 |

PASSED AND APPROVED THIS 2<sup>nd</sup> Day of January, 2020.

BOARD OF COMMISSIONERS

ABSENT

Carl Seilstad

Sandy Youngbauer

Sandy Youngbauer

Ross Butcher

Ross Butcher

ATTEST:

Rana J. Wickman

Rana J. Wickman, Clerk & Recorder