

RESOLUTION NO. 1-2022

**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, 2022:

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 route (1-18-504).

Calculations: Total mileage time \$.585 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 employees' 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 standard in-state lodging reimbursement rate is \$96 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 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, 2021 – September 30, 2022**). 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:
<https://www.mtcounties.org/counties/cities-towns-communities/>

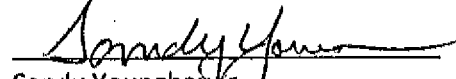
Primary Destination	County	Max Lodging (esc. Taxes)	Max Per Diem Rate	First & Last Day
Standard Rate	Applies for all locations Without specified rates	\$96	\$155	\$44.25
Big Sky/West Yellowstone/Gardiner (Oct. 1 – May 31)	Gallatin/Park	\$124	\$203	\$59.25
Big Sky/West Yellowstone/Gardiner (Jun. 1 – Sept. 30)	Gallatin/Park	\$241	\$320	\$59.25
Helena	Lewis and Clark	\$103	\$167	\$48.00
Kalispell/Whitefish (Oct. 1 – Jun. 30)	Flathead	\$96	\$160	\$48.00
Kalispell/Whitefish (Jul. 1 – Aug. 31)	Flathead	\$177	\$241	\$48.00
Kalispell/Whitefish (Sept.)	Flathead	\$96	\$160	\$48.00
Missoula (Oct. 1-May 31)	Missoula	\$96	\$165	\$51.75
Missoula (Jun. 1-Sept. 30)	Missoula	\$131	\$200	\$51.75

Out-of-State rate for Lodging

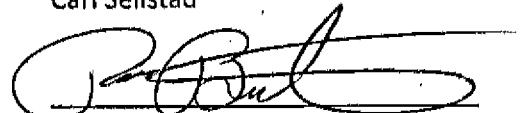
Lodging reimbursements are based on the U.S. General Services Administration rates, which are located at www.gsa.gov/travel.

PASSED AND APPROVED THIS 3RD DAY OF JANUARY, 2022.

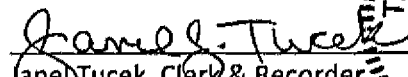
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