

RESOLUTION 1 - 2025

**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, 2025:

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 \$.70 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: \$13.00 for the morning meal, \$15.00 for the midday meal, and \$22.00 for the evening meal.

Out-of-State Meal Rates: \$16.00 for the morning meal, \$19.00 for the midday meal, and \$28.00 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 \$110 plus tax, except for those communities listed below.

I-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, 2024 – September 25, 2024**). 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 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	\$110	\$68	\$51.00
Big Sky/West Yellowstone/Gardiner (Oct. 1 – May 31)	Gallatin/Park	\$176	\$80	\$60
Big Sky/West Yellowstone/Gardiner (Jun. 1 – Sept. 30)	Gallatin/Park	\$310	\$80	\$60
Helena	Lewis and Clark	\$132	\$74	\$55.50
Kalispell/Whitefish (Oct. 1 – Jun. 30)	Flathead	\$124	\$80	\$60
Kalispell/Whitefish (Jul. 1 – Aug. 31)	Flathead	\$232	\$80	\$60
Kalispell/Whitefish (Sept.)	Flathead	\$232	\$80	\$60
Missoula (Oct. 1-May 31)	Missoula	\$130	\$74	\$55.50
Missoula (Jun. 1-Sept. 30)	Missoula	\$195	\$74	\$55.50

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 2nd DAY OF JANUARY 2025.

BOARD OF COMMISSIONERS



Ross Dutcher



Jennifer Saunders



Travis Willson

ATTEST:



Janel Tueck, Clerk & Recorder

