

RESOLUTION NO. 1-2021

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, 2021:

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 times \$.56 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 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, 2020 – September 30, 2021**), 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 (exc. taxes)	Max Per Diem Rate	First & Last Day
Standard Rate	Applies for all locations without specified rates.	\$96	\$151	\$41.25
Big Sky West Yellowstone Gardiner (Oct. 1 – May 31)	Gallatin/Park	\$124	\$185	\$45.75
Big Sky West Yellowstone Gardiner (June 1 – Sept. 30)	Gallatin/Park	\$241	\$302	\$45.75
Helena	Lewis & Clark	\$103	\$169	\$49.50
Kalispell Whitefish (Oct. 1 – June 30)	Flathead	\$96	\$157	\$45.75
Kalispell Whitefish (July 1 – Aug. 31)	Flathead	\$177	\$238	\$45.75
Kalispell Whitefish (Sept. 1 – Sept. 30)	Flathead	\$96	\$157	\$45.75

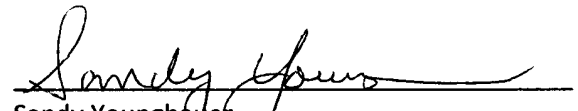
Missoula (Oct. 1 – May 31)	Missoula	\$96	\$157	\$45.75
Missoula (June 1 – Sept. 30)	Missoula	\$131	\$192	\$45.75

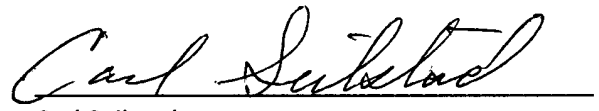
Out-of-State Rate for Lodging

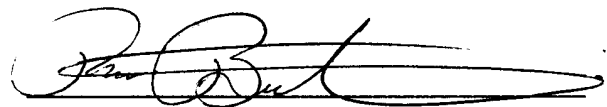
Lodging reimbursements are based on the U.S. General Services Administration rates, which are located at www.gsa.gov/travel.

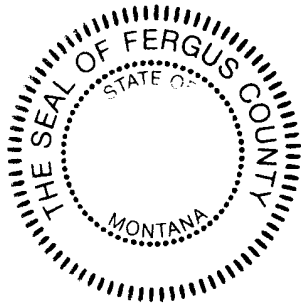
PASSED AND APPROVED THIS 4TH DAY OF JANUARY, 2021.

BOARD OF COMMISSIONERS


Sandy Youngbauer


Carl Seilstad


Ross Butcher



ATTEST:


Rana J. Wichman, Clerk & Recorder