

## **REGION/CVB MEAL & LODGING REIMBURSEMENT**

### **MEAL PER DIEM ALLOWANCES – TIME RANGES**

The time ranges determining eligibility for meal allowances are established in Section 2-18-502(1), MCA. In order to claim an allowance for a meal, you must be in a travel status for **more than three continuous hours** within one of the following time ranges:

<b><u>Time Range</u></b>	<b><u>Meal</u></b>	<b><u>In-state</u></b>	<b><u>Out-of-State</u></b>
12:01 am to 10:00 a.m.	breakfast	\$5	\$11
10:01 a.m. to 3 p.m.	lunch	\$6	\$12
3:01 p.m. to midnight	dinner	\$12	\$23

You must consider each time range separately when applying the more-than-three-hour rule. For example, if you travel from 8 a.m. to 2 p.m., you receive the allowance only for the midday meal.

### **REIMBURSEMENT FOR RECEIPTED LODGING**

You receive reimbursement for your actual out-of-pocket lodging expenses, including room tax, up to the maximum amounts set by Section 2-18-501, MCA, for in-state and out-of-state travel. *In order to claim lodging reimbursement, you must attach the original receipt from the lodging facility to the travel expense form. Receipts such as credit card statements are not acceptable.*

Whenever practical, you should call more than one hotel or motel to ensure that you are receiving the best possible room rate in a location. Although an establishment may not have rooms available at or below the standard state rate, it may be willing to offer a government rate or other discounted rate that is less than its normal business rate. To save on travel costs, always ask for the lowest available rate for which you qualify.

### **REIMBURSEMENT FOR NON-RECEIPTED LODGING**

If you fail to obtain a receipt or stay with friends or relatives you can claim \$12 per night for lodging expenses.