

RESOLUTION NO 1-2016

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 travel, 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, 2016:

Mileage: Actual mileage when first and last mileage readings are provided on claim, when using your personally owned vehicle.

Mileage from map documentation by the shortest travel route (2-18-504).

Calculations – Total mileage times \$.54 per mile.

When employees share personal transportation only one mileage allowance may be claimed.

Meals: To be eligible for the meal allowance, an employee must have been in a travel status for more than three (3) continuous hours. Employees will be reimbursed at the following rates or receipt value.

In-State Meal Rates: \$5.00 for the morning meal, \$6.00 for the midday meal, and \$12.00 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.

Maximum one meal allowed per normal work shift.

Maximum two meals if travel commenced more than one hour before or terminated more than one hour after employee's assigned work shift.

Elected Officials (Department Heads or their designees) but not both, attending In-County meetings as part of their job responsibilities, may be reimbursed for meals at a rate consistent with State rates or receipt value. Per IRS ruling, taxable if NO OVERNIGHT stay occurs.

Hotel/Motel Rooms:

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

State Rate of Lodging

The in-state lodging reimbursement rate is \$83 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, 2015 - September 30, 2016), 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 what county a city is located in, 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.	89	140	38.25
Big Sky West Yellowstone (Oct. 1 - May 31)	Gallatin	89	148	44.25
Big Sky West Yellowstone (June 1 - Sept. 30)	Gallatin	138	197	44.25
Butte	Silver Bow	93	157	48.00

Glendive Sidney	Dawson, Richland	146	215	51.75
Helena	Lewis & Clark	92	156	48.00
Missoula Polson Kalispell (Oct. 1 - June 30)	Missoula, Flathead, Lake	95	154	44.25
Missoula Polson Kalispell (July 1 - Aug. 31)	Missoula, Flathead, Lake	136	195	44.25
Missoula Polson Kalispell (Sept. 1 - Sept. 30)	Missoula, Flathead, Lake	95	154	44.25

PASSED AND APPROVED THIS 4ND DAY OF JANUARY, 2016.

BOARD OF COMMISSIONERS



 SANDY YOUNGBAUER



 CARL SEILSTAD



 ROSS BUTCHER

ATTEST:



 RANA J. WICHMAN, CLERK & RECORDER