

RESOLUTION NO. 2023-3

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

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, 2023:

MILEAGE

When using a personal vehicle, an officer or employee shall be reimbursed for actual mileage when first and last odometer readings are provided or for mileage from map documentation by shortest travel route at 65.5 cents per mile.

MEALS

To be eligible for the meal allowance, an officer or employee must be in a travel status for more than three (3) continuous hours outside of his or her defined service area. A maximum of one (1) meal may be reimbursed per normal work shift unless travel commenced more than one (1) hour before or terminated more than one (1) hour after the normal work shift. Meals included in event registration fees shall not be reimbursed. No receipts are required for reimbursement.

In-State Meal Rates:

Breakfast: \$7.50

Lunch: \$8.50

Dinner: \$14.50

Out-of-State Meal rates:

Breakfast: \$13

Lunch: \$15

Dinner: \$26

LODGING

Lodging reimbursements are based on the U.S. General Services Administration rates, which are located at [www.gsa.gov/travel](http://www.gsa.gov/travel). The In-State Lodging Rate is \$98 plus tax except for lodging in the communities listed below. For Out-of-State rates, refer to the GSA site.

Big Sky/West Yellowstone/Gardiner

October-May: \$151

June-September: \$279

Helena: \$107

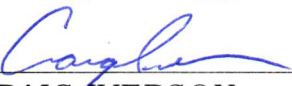
Kalispell/Whitefish  
September-June: \$118  
July-August: \$243

Missoula  
October-May: \$106  
June-September: \$167

DATED this      day of January 2023.


BOARD OF COMMISSIONERS:

  
\_\_\_\_\_  
SIG PUGRUD

  
\_\_\_\_\_  
CRAIG IVERSON

  
\_\_\_\_\_  
PAUL MCKENNA

ATTEST:

  
\_\_\_\_\_  
Jess Hoge  
Clerk & Recorder

