



Montana Operations Manual

Policy

Category

Travel

Effective Date

01/01/2012

Last Revised

01/01/2017

Issuing
Authority

Department of Administration
State Financial Services Division

Mileage Reimbursement Rates

I. Purpose

This policy provides the current **mileage reimbursement rates for business travel** and the updated **mileage reimbursement rates for medical and moving expenses** that are effective January 1, 2017.

II. Scope

This policy applies to all state agencies and institutions, excluding community colleges.

III. Policy – Reimbursement rate information

The changes related to travel reimbursement are authorized by Section 2-18-503, MCA and are made in conjunction with the official change by the Internal Revenue Service (IRS).

A. Personal Car Rates

Reimbursement for personal car mileage driven in connection with State business is \$0.535 per mile, effective January 1, 2017. To claim reimbursement at \$0.535, the State employee must qualify according to Section IV.C of the Employee Travel Policy in the Montana Operations Manual. An eligible employee who drives in excess of 1,000 miles in a month will be reimbursed at \$0.505 per mile for the remainder of that month.

If the above qualification is not met, **and** the Director of your Department approves the use of your personal car, the rate is \$0.258 per mile, effective January 1, 2017.

B. Private Airplane Usage

The reimbursement rate for private airplane usage will be \$1.07 per nautical mile (see 2-18-503(4), MCA), effective January 1, 2017.

C. Medical or Moving Rates

In addition to the above stated rates pertaining to business travel reimbursement, the IRS allowable reimbursement rates for mileage related to medical or moving expenses are \$0.17, effective January 1, 2017.