



# Montana Operations Manual

## Policy

Category

Travel

Effective Date

10/01/2016

Last Revised

09/07/2017

Issuing Authority

Department of Administration  
Director's Office

### Lodging Rates

#### I. Purpose

This policy establishes acceptable lodging rates for state employees travelling on official business. These rates are based on rates established by the federal General Services Administration.

#### II. Scope

This policy applies to all state agencies and institutions, excluding community colleges. For addition travel information, see the [Employee Travel webpage](#).

#### III. In-State Lodging

The following tables show lodging rates for Montana high-cost counties listed on the federal GSA website. The lodging rates listed in the tables apply to the entire county.

#### Rates for October 1, 2016 – September 30, 2017

High-Cost Counties	Maximum Lodging Rate
Dawson / Richland	\$122
Flathead / Lake / Missoula	(October 1 – June 30 \$ 95 (July 1 – August 31 \$140 (September 1 – September 30 \$ 95
Gallatin	(October 1 – May 31 \$ 93 (June 1 – September 30 \$152
Lewis and Clark	\$ 95
Silver Bow	\$ 94
<i>If a county is not listed, the federal standard per night rate of \$91 is used for the entire county.</i>	

**Rates for October 1, 2017 – September 30, 2018**

<b>High-Cost Counties</b>	<b>Maximum Lodging Rate</b>
Dawson / Richland	\$ 94
Flathead / Lake / Missoula	October 1 – June 30      \$ 94 July 1 – August 31      \$135 September 1 – September 30      \$ 94
Gallatin	October 1 – May 31      \$ 94 June 1 – September 30      \$157
Lewis and Clark	\$ 99
Silver Bow	\$ 95
<i>If a county is not listed, the federal standard per night rate of \$93 is used for the entire county.</i>	

**IV. Out-of-State Lodging**

The federal standard per night rate also applies to out-of-state lodging unless the city is in a high-cost county. Other state high-cost counties are available on the federal GSA website. If the city is not listed but the county is, the lodging rate listed applies to the entire county. If neither the city nor the county in which the city is located is listed, then the federal standard rate is used for that area. A link to the GSA website is available on the [Employee Travel webpage](#). Click on the "Federal Lodging Rate Guidelines" and select the state you will be visiting.