

	Montana Operations Manual Policy	Policy Number	1901
		Effective Date	07/01/11
		Last Revised	06/28/11
Issuing Authority	Department of Administration		
Mileage Reimbursement Rates			

I. Purpose

This policy provides the updated **mileage reimbursement rates that are effective July 1, 2011**, and replaces Management Memo #1-11-1 dated December 6, 2010.

II. Scope

This policy applies to all state agencies and institutions, excluding community colleges. Any questions should be directed to the State Accounting Bureau at 444-3092.

III. 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 increased to \$0.555 per mile, effective July 1, 2011. To claim reimbursement at \$0.555, the State employee must qualify according to Section 1-0310.30 of the Employee Travel Policy in the Montana Operations Manual. An eligible employee who drives in excess of 1000 miles in a month will be reimbursed at \$0.525 per mile for the remainder of that month.

If the above qualification is not met, **and** the Director of your Department approves the use your personal car, the new rate is \$0.267 per mile (as opposed to the old rate of \$0.245 per mile), effective July 1, 2011.

B. Private Airplane Usage

The reimbursement rate for private airplane usage will be \$1.11 per nautical mile (see 2-18-503(4), MCA) effective July 1, 2011.

C. Medical or Moving Rates

In addition to the above stated rates pertaining to travel reimbursement, the IRS allowable reimbursement rates for mileage related to medical or moving expenses will be \$0.235 effective July 1, 2011.