

## **Per Colorado State Travel Rule 5-1:**

### **Meals & Incidentals Eligibility:**

- Breakfast – only if Departure Time is prior to 5:00 am
- Lunch – only if Departure is before 11:00am or Return is after 1:00pm; not eligible if trip departure and return is within a single calendar day
- Dinner – only if Return Time is after 8:00pm
- Per Diem rate includes tip and is based on the location where the meal was taken, regardless of final trip destination or lodging location.
- Incidental Per Diem is allowed only for each overnight stay

### **Meals & Incidental Expense Reimbursement Requests must include:**

1. Time and Date departed for your trip
2. Time and Date arrived in each location (if multiple locations visited)
3. Time and Date returned to your original departure location
4. Location where each meal was taken

### **Lodging Per Diem:**

- Lodging rates apply to the localities listed below and to all localities within the counties listed.
- Cities not appearing below may be located within a county for which rates are listed.

**Meals & Incidental Expense (M&IE) Rates and Eligibility for Travel on COLORADO State Business  
Effective for Travel between October 1, 2023 & September 30, 2024**

<b>Location</b>	<b>County</b>	<b>M&amp;IE Total</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidental Exp.</b>
<b>Standard Rate</b>	<b>Applies for all locations without specified rates</b>	<b>\$59</b>	\$13	\$15	\$26	\$5
<b>Aspen</b>	<b>Pitkin</b>	<b>\$79</b>	\$18	\$20	\$36	\$5
<b>Boulder / Broomfield</b>	<b>Boulder / Broomfield</b>	<b>\$69</b>	\$16	\$17	\$31	\$5
<b>Colorado Springs</b>	<b>El Paso</b>	<b>\$69</b>	\$16	\$17	\$31	\$5
<b>Cortez</b>	<b>Montezuma</b>	<b>\$64</b>	\$14	\$16	\$29	\$5
<b>Crested Butte / Gunnison</b>	<b>Gunnison</b>	<b>\$74</b>	\$17	\$18	\$34	\$5
<b>Denver / Aurora</b>	<b>Denver / Adams / Arapahoe / Jefferson</b>	<b>\$79</b>	\$18	\$20	\$36	\$5
<b>Douglas</b>	<b>Douglas</b>	<b>\$69</b>	\$16	\$17	\$31	\$5
<b>Durango</b>	<b>La Plata</b>	<b>\$74</b>	\$17	\$18	\$34	\$5
<b>Fort Collins / Loveland</b>	<b>Larimer</b>	<b>\$69</b>	\$16	\$17	\$31	\$5
<b>Grand Lake</b>	<b>Grand</b>	<b>\$79</b>	\$18	\$20	\$36	\$5
<b>Montrose</b>	<b>Montrose</b>	<b>\$69</b>	\$16	\$17	\$31	\$5
<b>Silverthorne / Breckenridge</b>	<b>Summit</b>	<b>\$79</b>	\$18	\$20	\$36	\$5
<b>Steamboat Springs</b>	<b>Routt</b>	<b>\$79</b>	\$18	\$20	\$36	\$5
<b>Telluride</b>	<b>San Miguel</b>	<b>\$79</b>	\$18	\$20	\$36	\$5
<b>Vail</b>	<b>Eagle</b>	<b>\$79</b>	\$18	\$20	\$36	\$5

