

Per Colorado State Travel Rule 5-1:

Meals & Incidentals – Eligibility & Limitations:

- Breakfast – On day of departure, is eligible only if Departure Time is prior to 5:00 am
- Lunch – Not eligible if trip departure and return is within a single calendar day; On day of departure, is eligible only if Departure Time is before 11:00am, or on the day of return the Return Time is after 1:00pm;
- Dinner – only if Return Time is after 8:00pm
- Applicable Per Diem meal 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, 2024 & September 30, 2025**

Location	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Exp.
Standard Rate	Applies for all locations w/out specified rates	\$68	\$16	\$19	\$28	\$5
Aspen	Pitkin	\$92	\$23	\$26	\$38	\$5
Boulder / Broomfield	Boulder / Broomfield	\$80	\$20	\$22	\$33	\$5
Colorado Springs	El Paso	\$86	\$22	\$23	\$36	\$5
Cortez	Montezuma	\$74	\$18	\$20	\$31	\$5
Crested Butte / Gunnison	Gunnison	\$86	\$22	\$23	\$36	\$5
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$92	\$23	\$26	\$38	\$5
Douglas	Douglas	\$80	\$20	\$22	\$33	\$5
Durango	La Plata	\$80	\$20	\$22	\$33	\$5
Fort Collins / Loveland	Larimer	\$80	\$20	\$22	\$33	\$5
Grand Lake	Grand	\$86	\$22	\$23	\$36	\$5
Montrose	Montrose	\$74	\$18	\$20	\$31	\$5
Silverthorne / Breckenridge	Summit	\$92	\$23	\$26	\$38	\$5
Steamboat Springs	Routt	\$92	\$23	\$26	\$38	\$5
Telluride	San Miguel	\$92	\$23	\$26	\$38	\$5
Vail	Eagle	\$92	\$23	\$26	\$38	\$5

