## 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

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

# Colorado Lodging Per Diem Rates – For Travel between October 1, 2023 & September 30, 2024

Lodging Destination	County	Oct 2023	Nov	Dec	Jan 2024	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations w/out specified rates	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107
Aspen	Pitkin	\$188	\$188	\$375	\$375	\$375	\$375	\$147	\$147	\$235	\$235	\$235	\$188
Boulder / Broomfield	Boulder / Broomfield	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$176	\$176	\$176	\$176	\$135
Colorado Springs	El Paso	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$178	\$178	\$178	\$127
Cortez	Montezuma	\$134	\$107	\$107	\$107	\$107	\$107	\$107	\$134	\$134	\$134	\$134	\$134
Crested Butte / Gunnison	Gunnison	\$147	\$147	\$175	\$175	\$175	\$175	\$119	\$119	\$147	\$147	\$147	\$147
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$201	\$153	\$153	\$169	\$169	\$169	\$201	\$201	\$201	\$201	\$201	\$201
Douglas	Douglas	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$140	\$140	\$140	\$115
Durango	La Plata	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$179	\$179	\$179	\$179
Fort Collins / Loveland	Larimer	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117
Grand Lake	Grand	\$164	\$164	\$278	\$278	\$278	\$278	\$121	\$121	\$164	\$164	\$164	\$164
Montrose	Montrose	\$150	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$150	\$150	\$150	\$150
Silverthorne / Breckenridge	Summit	\$185	\$185	\$332	\$332	\$332	\$332	\$150	\$150	\$185	\$185	\$185	\$185
Steamboat Springs	Routt	\$158	\$158	\$233	\$233	\$233	\$233	\$113	\$113	\$158	\$158	\$158	\$158
Telluride	San Miguel	\$197	\$197	\$418	\$418	\$418	\$418	\$197	\$197	\$197	\$197	\$197	\$197
Vail	Eagle	\$208	\$208	\$485	\$485	\$485	\$485	\$208	\$208	\$208	\$208	\$208	\$208