

**Meals & Incidental Expense (M&IE) Rates and Eligibility for Travel on COLORADO State Business
Effective for Travel between October 1, 2016 & September 31, 2017**

Rates apply to the location where each meal was taken, regardless of travel/work destination.						
M&IE Total	\$51	\$54	\$59	\$64	\$69	\$74
Breakfast	11	12	13	15	16	17
Lunch	12	13	15	16	17	18
Dinner	23	24	26	28	31	34
Incidentals	5	5	5	5	5	5
COUNTIES	All Counties and Cities not listed specifically		Boulder Broomfield Douglas El Paso Larimer Montezuma	Grand Gunnison La Plata Montrose Summit	Adams Arapahoe Denver Jefferson	Eagle Pitkin Routt San Miguel
CITIES	All Counties and Cities not listed specifically		Boulder Broomfield Colorado Spgs Cortez Ft. Collins Loveland	Breckenridge Durango Crested Butte Grand Lake Gunnison Montrose Silverthorne	Aurora Denver	Aspen Steamboat Spgs Telluride Vail

Meals & Incidental Expense Reimbursement Requests must include:

1. Time and Date departed for your trip
2. Time and Date returned to your original departure location
3. Location where **each meal** was taken
4. Per Diem rate includes tip and is based on the location **where the meal was taken**, regardless of final trip destination or lodging location.
5. Incidental Per Diem is allowed only for each overnight stay

Meal 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**