

COLORADO JUDICIAL DEPARTMENT	FINANCIAL SERVICES DIVISION FISCAL RULES AND PROCEDURES	
TRAVEL REIMBURSEMENT AMOUNTS	October 1, 2023	

## IN-STATE MEAL REIMBURSEMENT AMOUNTS

EFFECTIVE October 1, 2023 (NEW RATES AS OF 10/1/23)

Costs incurred for a meal or incidental may be reimbursed when (1) the traveler is in overnight status, (2) the meal was not provided by the hotel or other entity, and (3) the traveler actually incurred a cost for the meal or incidental. Reimbursement can be claimed for the cost of the meal (including tax & tip) or incidental expense up to the per diem rates listed below. The applicable rate is determined by the type of meal and the county in which the meal was purchased. The *Base* rates apply to the Colorado counties that are not specified as *High Cost* County. No receipt is needed to claim meal reimbursement.

Type of Meal	Standard Rates	High Cost Rates			
<b>Breakfast</b>	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
<b>Lunch</b>	\$15.00	\$16.00	\$17.00	\$18.00	\$20.00
<b>Dinner</b>	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
<b>Incidental</b>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
<b>TOTAL Per Diem</b>	\$59.00	\$64.00	\$69.00	\$74.00	\$79.00
<b>County</b>		Montezuma	Boulder Broomfield El Paso Douglas Larimer Montrose	La Plata Gunnison	Adams Arapahoe Denver Eagle Grand Jefferson Pitkin Routt San Miguel Summit

## OUT-OF-STATE MEAL REIMBURSEMENT AMOUNTS

EFFECTIVE October 1, 2023 (NEW RATES AS OF 10/1/23)

Refer to the October 2023 *CONUS Table on JudicialNet* (a separate file) to find the travel destination and its corresponding rate. If the destination is not specified in the *CONUS Table*, then the *Standard* rate will apply. The table below is the rate in the *CONUS Table* broken down by meal. Meal reimbursement is limited to the meal (including tax & tip), not to exceed the maximum reimbursement rates listed below. No receipt is needed to claim meal reimbursement.

<b>Per Diem Rate</b>	\$59 - Standard	\$64.00	\$69.00	\$74.00	\$79.00
<b>Type of Meal</b>	<b>Meal Rates Conversion</b>				
<b>Breakfast</b>	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
<b>Lunch</b>	\$15.00	\$16.00	\$17.00	\$18.00	\$20.00
<b>Dinner</b>	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
<b>Incidental</b>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00

For meal reimbursement rates outside the 48 contiguous states, please contact [fsdaccounting@judicial.state.co.us](mailto:fsdaccounting@judicial.state.co.us).

## MILEAGE REIMBURSEMENT RATES

Effective beginning January 1, 2023

<b>Reimbursement Type<sup>1</sup></b>	<b>Rate per Mile<sup>2</sup></b>
2 Wheel Drive	\$0.59
4 Wheel Drive	\$0.62

<sup>1</sup> Travelers shall be reimbursed at the mileage rate designated for 2WHD vehicles unless 4WHD conditions apply. The rate designated for 4WHD vehicles may be paid ONLY for the portions, if any, of a trip when the use of 4WHD is necessary because of road, terrain, or adverse weather conditions. Pursuant to Section 24-9-104(2)(e), C.R.S., “four-wheel-drive vehicles” means sport utility vehicles and pick-up trucks with a 4WHD transmission system. “Four-wheel-drive vehicles” does NOT include standard vehicles with all-wheel-drive capability. **DO NOT** use the 2WHD or 4WHD Sub object codes effective as of FY21.

<sup>2</sup> Section 24-9-104, C.R.S., states that on and after January 1, 2008, state officers and employees shall be allowed mileage reimbursement of 90% of the prevailing IRS rate per mile for each mile actually and necessarily traveled while on official State business and 95% of the prevailing IRS rate per mile for four-wheel-drive vehicles.<sup>31</sup>