

PLEASE DISTRIBUTE TO ALL YOUR FACULTY AND STAFF

TO: Vice Presidents, Directors, Deans, and Department Heads

FROM: Travel Services

DATE: October 1, 2023

SUBJECT: Maximum Daily Meal Reimbursement Policy

Pursuant to Section 25-3-41, Mississippi Code of 1972, as amended, the Department of Finance and Administration must act to reestablish the maximum daily rate for meal reimbursement of State employees while on official travel. The Department of Finance and Administration announced the new maximum daily reimbursement rates which are effective October 1, 2023, and apply to all travel on or after October 1, 2023.

The State of Mississippi will be using the General Services Administration (GSA) per diem rates for meal reimbursement for all business travel. GSA sets these rates annually for each travel destination in the United States. The per diem rate includes lodging, meals, and incidental expenses. **PLEASE NOTE: ONLY** meal reimbursement per diem rates and their partial meal breakdowns (breakfast, lunch, and dinner) should be used.

If neither the city nor county is listed, the maximum state reimbursement rate is \$59.00/day.

Travel to Alaska is considered within the continental limits of the United States and would be reimbursed as the maximum state reimbursement rate allowed of \$59.00/day.

If any of your meal claims for high-cost areas have been suspended on reports submitted for travel since October 1, 2023, please submit the suspended amount on a supplemental expense report for reimbursement. Any fees charged for attending the official meeting of a convention, seminar, or similar convocation where the meeting includes a meal is excluded from the daily maximum. However, claims for reimbursement for these fees must be supported by a receipt if these fees cause the total daily reimbursement claimed for meals to exceed the maximum daily expenditure set above.