

PLEASE DISTRIBUTE TO ALL YOUR FACULTY AND STAFF

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

FROM: Sharon Carr, Manager of Travel Services

DATE: October 3, 2018

SUBJECT: **REVISED** 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, 2018, and apply to all travel on or after October 1, 2018, as follows:

| | |
|------------------|---------|
| In-State | \$41.00 |
| *High Cost Areas | \$46.00 |
| | \$51.00 |
| | \$56.00 |
| Out-of-State | \$41.00 |
| *High Cost Areas | \$46.00 |
| | \$51.00 |
| | \$56.00 |

If neither the city nor county is listed, the maximum state reimbursement rate is \$41.00/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 \$56.00/day.

If any of your meal claims for high cost areas have been suspended on vouchers submitted for travel since October 1, 2018, please submit the suspended amount on a supplemental travel voucher 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.