



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Travel
Issue/Revision Date: 12/01/2017

Meals

Policy:

For overnight travel, the maximum state meal reimbursement rate will be used. The rate for high cost areas has been pre-calculated. Meal tips should be included in the actual meal expense and shall not exceed 20% of the maximum daily meal reimbursement claimed. Alcoholic beverages are not reimbursable. An Updated Meal Reimbursement Rate memorandum will be sent to provide information about changes.

Daily meal caps for cities are subject to change and can be viewed at: <http://www.dfa.state.ms.us/Purchasing/Travel/convertedrates.pdf>.

Any fees charged for attending the official meetings of a convention, seminar or similar convocation, which includes a meal, are excluded from the daily maximum. Claims for reimbursement for these fees must be supported by a receipt when these fees cause the total daily reimbursement claimed for meals to exceed the maximum daily rate.

Employees will not be reimbursed for meal expenses on trips that do not require an overnight stay.

Meals for international travel will be reimbursed at their actual cost. Since there are no limits on international travel meal expenses, receipts are required to be submitted with the Travel Request and Reimbursement Form. When converting foreign currency to dollars for reimbursement, you must attach proof of the official nature of the travel.