

**Maximum Daily reimbursement rates for meals  
October 1, 2018 - September 30, 2019**

1. Review the allowable per diem rate as listed for your destination.
2. Make sure that you have deducted for any meals provided by the conference and/or hotel.
3. Complete the travel form and have it signed by your Department Director and CAO.
4. Use of the credit card for travel related purposes requires a SIGNED TRAVEL APPROVAL.
5. To determine the daily per diem rate for travel, locate the city and get the Maximum Daily Reimbursement Rate. If you cannot find the city, try to locate the county and use the amount listed. **If neither the city nor the county is listed, the maximum State reimbursement rate is \$41.00/day. All areas in MS are \$41.00/day with the exception of**

Oxford in Lafayette County - \$51.00  
Southaven - \$46.00  
Starkville - \$46.00

---

<b>Breakdown by Meal as per Daily Per Diem Rates</b>				
<b>Breakfast</b>	\$9.00	\$10.00	\$11.00	\$12.00
<b>Lunch</b>	\$11.00	\$13.00	\$15.00	\$17.00
<b>Dinner</b>	\$21.00	\$23.00	\$25.00	\$27.00
<b>Daily Total</b>	\$41.00	\$46.00	\$51.00	\$56.00

Please note – Per diem is not paid per travel day. IF any meal is provided by the hotel and/or conference, the employee will not receive the allotted amount for that meal.