

## Travel, Per Diem Rates & Related Documentation (Effective 10-01-2015 — September 30, 2016)

1. Review the allowable per diem rate as listed for your destination.
2. Make sure that you have deducted for any meals that are provided by the conference and/or hotel.
3. Complete travel form and have it signed by Department Director and CAO.
4. Use of the credit card for travel related purposes requires a **SIGNED TRAVEL APPROVAL**. Example, if you have an approved travel for a conference and need to reserve the room, call purchasing, we will locate the "approved" travel, give you a credit card number; and you will in turn send us a document showing the amount charged, with the company/organization name. When an employee travels, **signed receipts** are due back to purchasing within 48 hours.
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 Mississippi are \$41.00/day except Oxford in Lafayette County — the maximum rate for meals in that area are \$46.00/day.**
6. In order to approve requisitions relating to travel, the Procurement Department must have all documentation relating to that travel; the hotel information showing the nightly rate, conference/seminar registration fees and any other relative information.
7. Mileage Reimbursement Rate Effective January 01, 2014 - **\$0.56 per mile**

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

**\*\*\*\*PLEASE NOTE\*\*\*\***

Per Diem is not paid per travel day. For example, if breakfast is provided, employee will not receive the allotted amount for breakfast; the same for lunch and/or dinner. If a meal is provided by the seminar/conference/training session, the dollar amount for that meal will be deducted from the daily per diem rate.

**Attached are the most current travel Per Diem rates published by the Dept. of Finance and Administration. As always, contact purchasing for any questions.**