



THE UNIVERSITY of  
**MISSISSIPPI**

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**Interoffice Memorandum**  
**OFFICE OF PROCUREMENT SERVICES**  
University, Mississippi 38677  
Phone: (662) 915-7448 Fax: (662) 915-7752

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**FROM:** Lance Fulcher, Director of Procurement Services

**DATE:** February 14, 2024

**SUBJECT:** New Meal Reimbursement

**MAXIMUM DAILY MEAL ALLOWANCE**

Effective February 14, 2024, travelers should use the link <https://www.gsa.gov/travel/plan-book/perdiem-rates> to calculate daily meal totals. How the meals are divided for domestic travel will not be used. The maximum daily meal allowance is not to be exceeded. Please note: the domestic travel first and last day travel amounts that are listed on the website must not be exceeded and are calculated at 75% of the daily rate. Standard rate applies for all locations without specified rates and should not be exceeded. Approximate destinations should be clearly indicated on Travel Authorization and Travel Reimbursements for the Travel Team to audit trips accurately.