

## DSS/CD Travel Policy:

### DSS In-State Meal Rates Effective October 15, 2015

#### Exhibit 1

County	Breakfast	Lunch	Dinner
Cass	\$8	\$12	\$24
Clay	\$8	\$12	\$24
Crawford	\$6	\$11	\$20
Franklin	\$6	\$11	\$20
Jackson	\$8	\$12	\$24
Jefferson	\$6	\$11	\$20
Lincoln	\$6	\$11	\$20
Platte	\$8	\$12	\$24
St. Charles	\$6	\$11	\$20
St. Louis City and County	\$6	\$11	\$20
Warren	\$6	\$11	\$20
Washington	\$6	\$11	\$20
Remainder of the State	\$6	\$10	\$18

#### Missouri State Mileage Rates

State	37.0 cents per mile
Fleet	26.0 cents per mile

#### Meals

When traveling on state business, meals will be reimbursed only when the employee is in continuous travel status of at least 12 hours or when the employee is in overnight travel status. Meals claimed in 12-hour travel status with no overnight stay are reportable as taxable income to the employee and will be noted as such on the employee's paystub. Additional federal, state, social security and other taxes will be withheld from the employee's pay. Meals claimed when there is an overnight stay are not taxable income to the employee.

When meals are claimed, the time of departure and the time of return must be documented on the Monthly Expense Report. Travel status begins when the employee leaves his or her base or residence, whichever is closer, to travel on state business. Travel status ends upon returning to base or residence, whichever is closer. Employees are not in travel status for their commute from residence to base or for any part of a trip involving a commute.

When in overnight or 12-hour travel status, meal reimbursement will begin and end as follows:

- Breakfast – on the day of departure if travel status begins no later than 7 a.m. plus any other day until return.
- Lunch – on the day of departure if travel status begins no later than 10 a.m. plus any other day until return where travel status continues past 2:00 p.m.
- Dinner – on the day of departure if travel status begins no later than 5 p.m. plus any other day until return where travel status continues past 7:00 p.m.

When in overnight or 12-hour travel status, if a meal(s) is included in the cost of a meeting, training session, conference, or lodging accommodations (e.g. lunch, hot or full breakfast), the employee will not be reimbursed expenses to obtain that meal elsewhere unless under extenuating circumstances and with approval of the division director or designee. If a meal is not provided employees must note on the Monthly Expense Report that "no meal was provided" in order to claim reimbursement for the applicable meal rate(s).

**In-State Meals**– DSS has established individual per diem meal rates (including tips) by county (**Exhibit 1**). The meal rates are based on the location in which the meal was purchased and may be claimed regardless of the actual amount spent for the meal. When claiming per diem meal rates for any rate other than the lowest meal rates provided in Exhibit 1, the county must be stated in the From/To and Purpose column of the Monthly Expense Report.

### **Lodging**

In-state and out-of-state lodging costs will be reimbursed up to a maximum amount as published by the Federal General Services Administration, also known as CONUS. To determine lodging rates access <http://www.gsa.gov>. Under "Travel Resources," click on "Per Diem Rates" and then click on the state to which you are traveling. Locate the applicable city/county and note the amount located in the "Max Lodging" column. NOTE: If the city/county is not specified on the chart, located above the chart is the Max Lodging rate applicable to the rest of the state. Note: CONUS meal rates do not apply. Exhibit 1 references established meal rates.

Except for conference lodging at the host conference hotel, lodging costs in excess of DSS rates or CONUS rates must include written justification and be approved by the division director or designee and the Division of Finance and Administrative Services. Lodging at the host conference hotel will require approval by the division director or their designee, but does not require written justification. When making lodging reservations, government/federal rates should be requested. Claimants are responsible for ensuring they receive rates which are within CONUS.

Expense Report Forms and DSS travel policy can be found in the DSS Administrative Manual Chapter Seven: Travel on the Office of Administration/Accounting website: <http://oa.mo.gov/acct/>