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**Kelvin L. Simmons**  
Commissioner

**TO:** Department Directors  
**FROM:** Kelvin L. Simmons, Commissioner  
**DATE:** October 15, 2009  
**SUBJECT:** **Limits on Meal Reimbursement**

Recently, the federal government updated its federal per diem rate for meals. This federal rate set a new maximum rate for the State of Missouri. Given the current budget situation, the State of Missouri will, effective 11/1/09, revert back to the previous maximum rate. The higher rate will only apply for expenses incurred during the month of October. All departments will need to use the lower rate as their maximum rate effective 11/1/09. The State Meal Per Diem page will be updated to reflect this change.

Please note that this sets a maximum rate for meal reimbursement. Departments are encouraged to consider establishing a lower rate. Because of budgetary concerns, the Office of Administration will be setting the maximum rate for its employees \$2 below the ceiling for each meal effective 11/1/09.

If you have any questions, please do not hesitate to contact me.

cc: Department Deputy Directors  
Mark A. Kaiser  
Linda Luebbering