



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM 2016-006

DATE: September 3, 2015

TO: All Soil and Water Conservation Districts

FROM: Colette Weckenborg, Fiscal and Administrative Manager
Soil and Water Conservation Program

SUBJECT: Meals Reimbursement Per Diem

The Department of Natural Resources was recently notified that the Office of Administration has increased the per diem reimbursement for meal expenses. The new per diem rates shown below take effect August 1, 2015. When a board member or a district employee is eligible for meal reimbursement, the new per diem amount allowance for that meal(s) will be eligible from state funds. No receipts are needed for reimbursement. Please refer to page VII-4 of the District Operations Manual for additional guidance related to meal expenses.

Destination	Breakfast	Lunch	Dinner
Columbia	\$ 6	\$ 10	\$ 18
Jefferson City	\$ 6	\$ 10	\$ 18
Kansas City	\$ 8	\$ 12	\$ 24
Springfield	\$ 6	\$ 10	\$ 18
St. Louis	\$ 10	\$ 15	\$ 29
Other	\$ 6	\$ 10	\$ 18

If you have any questions, please contact your district coordinator. Thank you.

CW:tm