



SUPREME COURT OF MISSISSIPPI

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AND COUNSEL

October 3, 2017

TO: State of Mississippi Judiciary Employees, Board Members, and Contract Workers
FROM: Carol L. Allgood, Finance Director
RE: Meal Reimbursement for In-State Travel - Revised October 3, 2017

Employees/board members/contract workers will be reimbursed for the actual cost of meals not to exceed \$41.00 per day. The rate of \$46.00 per day will be reimbursed in the city of Starkville. The rate of \$51.00 per day will be reimbursed in the city of Southaven. For the city of Oxford, the rate of \$46.00 per day will be reimbursed for the period of October 1, 2017 through July 31, 2018 and the rate of \$51.00 per day will be reimbursed for the period beginning August 1, 2018. These three cities are deemed high-cost areas by the Mississippi Department of Finance and Administration.

The breakfast meal will be allowed while traveling for business when the departure time is prior to 6:00 a.m. or if overnight stay is involved. The evening meal will be allowed while traveling for business when the arrival is later than 8:00 p.m. or if overnight stay is involved. Early Departure or Late Arrival must be footnoted on the travel voucher. Meal receipts will not be required unless specifically requested by a division director. The in-state meal breakdown is as follows:

Table with 7 columns: Meal Type, In-State, Starkville, Southaven, Oxford 10-1-2017 to 7-31-2018, Oxford Beginning 8-1-2018. Rows include Breakfast, Lunch, Dinner, and Total.

In no instances will any meals be reimbursable in the city where the employee/board member/contract worker resides or has his or her official duty