



SUPREME COURT OF MISSISSIPPI

MICHAEL K. RANDOLPH.
CHIEF JUSTICE

JAMES W. KITCHENS
LESLIE D. KING
PRESIDING JUSTICES

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T. KENNETH GRIFFIS, JR.
JUSTICES

HUBBARD T. SAUNDERS, IV
COURT ADMINISTRATOR
AND COUNSEL

October 5, 2022

TO: State of Mississippi Justices, Judges, Judiciary Employees, Board Members,
and Contract Workers

FROM: Carol L. Allgood, Finance Director

RE: Meal Reimbursement for In-State Travel

FOR THE PERIOD OF: October 1, 2022, to September 30, 2023

Justices/Judges/employees/board members/contract workers will be reimbursed for the **actual cost** of meals not to exceed \$46.00 per day. The rate of \$51.00 per day will be reimbursed in the cities of Oxford, Southaven, and Starkville. 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:

	In-State	Oxford, Southaven, and Starkville
Breakfast	\$8.00	\$9.00
Lunch	\$16.00	\$18.00
Dinner	\$22.00	\$24.00
Total	\$46.00	\$51.00

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