



SUPREME COURT OF MISSISSIPPI

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JUSTICES

HUBBARD T. SAUNDERS, IV
COURT ADMINISTRATOR
AND COUNSEL

October 6, 2015

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

FROM: Rani Oswald, Assistant Finance Director

RE: Meal Reimbursement for In-State Travel

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 cities of Southaven and Starkville. The rate of \$51.00 per day will be reimbursed in the city of Oxford. 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:

<u>In-State</u>	<u>Southaven & Starkville</u>	<u>Oxford</u>
Breakfast \$7.00	Breakfast \$8.00	Breakfast \$9.00
Lunch \$14.00	Lunch \$16.00	Lunch \$19.00
Dinner \$20.00	Dinner \$22.00	Dinner \$23.00

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 station.