



## SUPREME COURT OF MISSISSIPPI

October 11, 2023

**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, 2023, to September 30, 2024

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Per the Department of Finance and Administration, the State's procedure for determining the daily meal rate has changed effective October 1, 2023, and will now follow the same procedure as the US General Services Administration (GSA) procedure reflected below.

Justices/Judges/employees/board members/contract workers will be reimbursed for the **actual cost** of meals not to exceed \$54.00 per day. The rate of \$59.00 per day will be reimbursed in the cities of Oxford and Starkville. These two cities are deemed high-cost areas by the Mississippi Department of Finance and Administration and GSA.

While traveling for business, a breakfast meal will be allowed when the departure time is **prior to 6:00 a.m.** or if overnight stay is involved, and an evening meal will be allowed 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 and Starkville
Breakfast	\$13.00	\$14.00
Lunch	\$15.00	\$16.00
Dinner	\$26.00	\$29.00
<b>Total</b>	<b>\$54.00</b>	<b>\$59.00</b>

**It should be noted that the above meal rates include tips, therefore meal tip amounts will no longer be a separate item of expense and should be included in the meal amount claimed.**

In no instance 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.