

Mississippi Judicial College
The University of Mississippi
Travel Guidelines for Attending
The Mississippi Bar Association 2017 Annual Meeting &
Judicial CLE Session
July 12-15, 2017
Hilton Sandestin Beach Hotel, Sandestin, Florida

REQUIRED FORMS	COUNTY COURT JUDGES
NOTICE	<p style="color: red;">*** This chart is a summary of current University of Mississippi travel policies. Any changes to University of Mississippi travel policies are incorporated herein. ***</p>
TRAVEL AUTHORIZATION FORM **Must Be Submitted for Approval Before Travel to the Annual Meeting.**	<p>Available on the Mississippi Judicial College web site. Please fill out and email or fax to MJC.</p> <p>Please review the University of Mississippi travel policies concerning “Travel Authorization” and “Travel Reimbursement.”</p>
TRAVEL REIMBURSEMENT VOUCHER **Will Be Submitted for Payment After Travel to the Annual Meeting.**	<p>Will be available on the Mississippi Judicial College web site.</p> <p>Please review the University of Mississippi travel policy concerning “Travel Reimbursement.”</p>

EXPENSES	COUNTY COURT JUDGES
<p>Registration Fee</p> <p>**Please note that you should register before June 16, 2017.**</p>	<p>The registration fee will be reimbursed when the travel reimbursement voucher is submitted to MJC for payment.</p> <p>Registration for annual meeting: Registration fee before June 16, 2017 - \$350.00 Registration fee after June 16, 2017 - \$370.00</p> <p>Please submit your registration receipt for reimbursement.</p> <p>(MJC cannot pay for any expenses for summer school.)</p>
<p>Travel-Mileage</p>	<p>Mileage at the rate of \$.535 per mile will be allowed from city of residence to Destin, Florida, and from Destin, Florida, to city of residence, using standardized tables.</p> <p>In-town mileage may be allowed if itemized.</p> <p>Please review the University of Mississippi travel policies concerning “Private Vehicle - Travel” and “Travel Reimbursement.”</p> <p>MJC can calculate your mileage on your behalf using a standardized table.</p>
<p>Travel-Parking & Tolls</p>	<p>Please note that all parking receipts must be submitted according to the “Travel Reimbursement” policy if the amount claimed exceeds \$10.00.</p>

<p>Travel- Lodging</p>	<p>Please review the University of Mississippi travel policies concerning “Lodging - Travel” and “Travel Reimbursement.”</p> <p>Please note that lodging will be reimbursed at a rate not to exceed \$288.00 plus tax per night as charged by the Hilton Sandestin Beach Hotel for the nights of: Tuesday, July 11 Wednesday, July 12 Thursday, July 13 & Friday, July 14</p> <p>Please note that a paid, itemized, original bill must be submitted for reimbursement. The judge’s name must be listed on the paid, itemized, original bill.</p>
<p>Meals Meal Tips</p>	<p>Please review the University of Mississippi travel policies concerning “Meals - Travel” and “Travel Reimbursement.”</p> <p>Please note that the maximum daily meal allowance for Destin, Florida, is \$56.00.</p> <p>Please note that meal tips will be reimbursed up to 20% of the maximum daily meal allowance.</p> <p>Please keep individualized meal receipts in case University Procurement requests documentation of meal and meal tip expenses.</p> <p>No expenses for alcoholic beverages can be reimbursed.</p>
<p>Tips (Valet & Bell hop)</p>	<p>Please review the University of Mississippi travel policy concerning “Travel Reimbursement.”</p> <p>Please note the original receipt is required if the amount exceeds \$10.00 per claim.</p>