

**Mississippi Judicial College
The University of Mississippi
Out-of-State Travel Guidelines
For Newly Elected Judges Attending the “General Jurisdiction” Course
at the National Judicial College
University of Nevada - Reno, Nevada**

Required Forms	Chancery Court Judges Circuit Court Judges	County Court Judges
Travel Authorization Form	<p>Trial Judge Fiscal Committee Travel Authorization Form is available from the AOC. AND MJC Travel Authorization Form is available on the Mississippi Judicial College web site.</p> <p>Contact Rani Oswalt DFA - Assistant Finance Director 601-359-2025 roswalt@courts.ms.gov</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu with completed MJC Travel Authorization Form and a copy of the letter approving your travel from the Trial Judge Fiscal Committee.</p>	<p>MJC Travel Authorization Form is available on the Mississippi Judicial College web site.</p> <p>Please review the University of Mississippi travel policies concerning “Travel Authorization” and “Travel Reimbursement.”</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu</p>
Travel Reimbursement Voucher	<p>Form is available from the AOC.</p> <p>Contact Rani Oswalt DFA - Assistant Finance Director 601-359-2025 roswalt@courts.ms.gov</p>	<p>Form is available on the Mississippi Judicial College web site.</p> <p>Please review the University of Mississippi travel policy concerning “Travel Reimbursement.”</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu</p>

**Mississippi Judicial College
The University of Mississippi
Out-of-State Travel Guidelines
For Newly Elected Judges Attending the “General Jurisdiction” Course
at the National Judicial College
University of Nevada - Reno, Nevada**

Expenses	Chancery Court Judges Circuit Court Judges	County Court Judges
Tuition	<p>MJC will authorize funds for use after a travel authorization form is submitted to and approved by MJC.</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu with completed MJC Travel Authorization Form and a copy of the letter approving your travel from the Trial Judge Fiscal Committee.</p>	<p>MJC will authorize funds for use after a travel authorization form is submitted to and approved by MJC.</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu</p>
Conference Fee	<p>MJC will authorize funds for use after a travel authorization form is submitted to and approved by MJC.</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu to notify MJC that your travel authorization has been approved so that MJC can authorize the tuition and conference fee funds for the National Judicial College.</p>	<p>MJC will authorize funds for use after a travel authorization form is submitted to and approved by MJC.</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu</p>

**Mississippi Judicial College
The University of Mississippi
Out-of-State Travel Guidelines
For Newly Elected Judges Attending the “General Jurisdiction” Course
at the National Judicial College
University of Nevada - Reno, Nevada**

Expenses	Chancery Court Judges Circuit Court Judges	County Court Judges
Travel- Airfare	<p>Contact the National Judicial College concerning funding from other agencies or entities to cover travel and transportation expenses.</p> <p>Contact Rani Oswalt DFA - Assistant Finance Director 601-359-2025 roswalt@courts.ms.gov</p>	<p>Contact the National Judicial College concerning funding from other agencies or entities to cover travel and transportation expenses.</p> <p>Please review the University of Mississippi travel policies concerning “Airline Travel,” “State Travel Agencies,” and “Travel Reimbursement.”</p> <p>Please note that if you use a State Travel Agency, then two cost comparison estimates for airfare are not required.</p> <p>Please note that if you do not use a State Travel Agency, then two cost comparison estimates for airfare are required.</p> <p>Please note that an itemized receipt must be submitted for reimbursement.</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu</p>

**Mississippi Judicial College
The University of Mississippi
Out-of-State Travel Guidelines
For Newly Elected Judges Attending the “General Jurisdiction” Course
at the National Judicial College
University of Nevada - Reno, Nevada**

Expenses	Chancery Court Judges Circuit Court Judges	County Court Judges
Travel- Mileage	Contact Rani Oswalt DFA - Assistant Finance Director 601-359-2025 roswalt@courts.ms.gov	Mileage will be allowed from city of residence to the airport and from the airport to city of residence. Please review the University of Mississippi travel policies concerning “Private Vehicle - Travel” and “Travel Reimbursement.” Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu

**Mississippi Judicial College
The University of Mississippi
Out-of-State Travel Guidelines
For Newly Elected Judges Attending the “General Jurisdiction” Course
at the National Judicial College
University of Nevada - Reno, Nevada**

Expenses	Chancery Court Judges Circuit Court Judges	County Court Judges
Travel- Transportation Taxi Rental Car Parking	<p>Contact the National Judicial College concerning funding from other agencies or entities to cover travel and transportation expenses.</p> <p>Contact Rani Oswalt DFA - Assistant Finance Director 601-359-2025 roswalt@courts.ms.gov</p>	<p>Contact the National Judicial College concerning funding from other agencies or entities to cover travel and transportation expenses.</p> <p>Please review the University of Mississippi travel policies concerning “Rental Car” and “Travel Reimbursement.”</p> <p>Please note that use of a rental car must be justified and not strictly for convenience in order to be reimbursed.</p> <p>Please note that taxi receipts must be submitted according to the “Travel Reimbursement” policy.</p> <p>Please note that all parking receipts must be submitted according to the “Travel Reimbursement” policy.</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu</p>

**Mississippi Judicial College
The University of Mississippi
Out-of-State Travel Guidelines
For Newly Elected Judges Attending the “General Jurisdiction” Course
at the National Judicial College
University of Nevada - Reno, Nevada**

Expenses	Chancery Court Judges Circuit Court Judges	County Court Judges
Travel- Lodging	Contact Rani Oswalt DFA - Assistant Finance Director 601-359-2025 roswalt@courts.ms.gov	Please review the University of Mississippi travel policies concerning “Lodging - Travel” and “Travel Reimbursement.” Please note that you must request the government rate when making your reservations. Please note that a paid, itemized, original bill must be submitted for reimbursement. Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu

**Mississippi Judicial College
The University of Mississippi
Out-of-State Travel Guidelines
For Newly Elected Judges Attending the “General Jurisdiction” Course
at the National Judicial College
University of Nevada - Reno, Nevada**

Expenses	Chancery Court Judges Circuit Court Judges	County Court Judges
Meals Meal Tips	<p>Contact Rani Oswalt DFA - Assistant Finance Director 601-359-2025 roswalt@courts.ms.gov</p>	<p>Please review the University of Mississippi travel policies concerning “Meals - Travel” and “Travel Reimbursement.”</p> <p>Please note that some meals are provided by the NJC as part of your conference fee.</p> <p>Please note that the maximum daily meal allowance for Reno, Washoe County, Nevada, is currently \$51.00.</p> <p>Please note that meal and meal tip receipts are not required for reimbursement but should be kept for verification purposes.</p> <p>Please note that actual meal tips will be reimbursed up to 20% of the maximum daily meal allowance.</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu</p>

**Mississippi Judicial College
The University of Mississippi
Out-of-State Travel Guidelines
For Newly Elected Judges Attending the “General Jurisdiction” Course
at the National Judicial College
University of Nevada - Reno, Nevada**

Expenses	Chancery Court Judges Circuit Court Judges	County Court Judges
Baggage Charges	Contact Rani Oswalt DFA - Assistant Finance Director 601-359-2025 roswalt@courts.ms.gov	Please review the University of Mississippi travel policy concerning “Travel Reimbursement.” Please note the actual cost will be reimbursed, and the original receipt is required if the amount exceeds \$10.00 per claim. Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 alester@olemiss.edu
Tips (Valet & Bell hop)	Contact Rani Oswalt DFA - Assistant Finance Director 601-359-2025 roswalt@courts.ms.gov	Please review the University of Mississippi travel policy concerning “Travel Reimbursement.” Please note the original receipt is required if the amount exceeds \$10.00 per claim.