

**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**

<b>Required Forms</b>	<b>Chancery Court Judges Circuit Court Judges</b>	<b>County Court Judges</b>
<b>Travel Authorization Form</b>	<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 Jennifer Parish DFA - Accounting Specialist 601-359-2025 <a href="mailto:jparish@courts.ms.gov">jparish@courts.ms.gov</a></p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a> 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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a></p>
<b>Travel Reimbursement Voucher</b>	<p>Form is available from the AOC.</p> <p>Contact Jennifer Parish DFA - Accounting Specialist 601-359-2025 <a href="mailto:jparish@courts.ms.gov">jparish@courts.ms.gov</a></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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a></p>

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<b>Expenses</b>	<b>Chancery Court Judges Circuit Court Judges</b>	<b>County Court Judges</b>
<b>Tuition</b>	<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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a> 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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a></p>
<b>Conference Fee</b>	<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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a> 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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a></p>

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<b>Travel- Airfare</b>	<p>Contact the National Judicial College concerning funding from other agencies or entities to cover travel and transportation expenses.</p> <p>Contact Jennifer Parish DFA - Accounting Specialist 601-359-2025 <a href="mailto:jparish@courts.ms.gov">jparish@courts.ms.gov</a></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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a></p>

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<b>Travel- Mileage</b>	Contact Jennifer Parish DFA - Accounting Specialist 601-359-2025 <a href="mailto:jparish@courts.ms.gov">jparish@courts.ms.gov</a>	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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a>

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<b>Expenses</b>	<b>Chancery Court Judges Circuit Court Judges</b>	<b>County Court Judges</b>
<b>Travel- Transportation Taxi Rental Car Parking</b>	<p>Contact the National Judicial College concerning funding from other agencies or entities to cover travel and transportation expenses.</p> <p>Contact Jennifer Parish DFA - Accounting Specialist 601-359-2025 <a href="mailto:jparish@courts.ms.gov">jparish@courts.ms.gov</a></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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a></p>

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<b>Expenses</b>	<b>Chancery Court Judges Circuit Court Judges</b>	<b>County Court Judges</b>
<b>Travel- Lodging</b>	<p>Contact Jennifer Parish DFA - Accounting Specialist 601-359-2025 <a href="mailto:jparish@courts.ms.gov">jparish@courts.ms.gov</a></p>	<p>Please review the University of Mississippi travel policies concerning “Lodging - Travel” and “Travel Reimbursement.”</p> <p>Please note that you must request the government rate when making your reservations.</p> <p>Please note that a paid, itemized, original bill must be submitted for reimbursement.</p> <p>Contact Allison Lester MJC - Administrative Coordinator 662-915-5955 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a></p>

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<b>Expenses</b>	<b>Chancery Court Judges Circuit Court Judges</b>	<b>County Court Judges</b>
<b>Meals Meal Tips</b>	<p>Contact Jennifer Parish DFA - Accounting Specialist 601-359-2025 <a href="mailto:jparish@courts.ms.gov">jparish@courts.ms.gov</a></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 \$56.00.</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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a></p>

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<b>Baggage Charges</b>	Contact Jennifer Parish DFA - Accounting Specialist 601-359-2025 <a href="mailto:jparish@courts.ms.gov">jparish@courts.ms.gov</a>	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 <a href="mailto:alester@olemiss.edu">alester@olemiss.edu</a>
<b>Tips (Valet &amp; Bell hop)</b>	Contact Jennifer Parish DFA - Accounting Specialist 601-359-2025 <a href="mailto:jparish@courts.ms.gov">jparish@courts.ms.gov</a>	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.