

Mississippi Judicial College
The University of Mississippi
Travel Guidelines for Attending
The Mississippi Bar Association Annual Meeting & Judicial CLE Session
Hilton Sandestin Beach Hotel, Sandestin, Florida
July 10-13, 2019

REQUIRED FORMS	COUNTY COURT JUDGES
NOTICE	*** This chart is a summary of current University of Mississippi travel policies. Any changes to University of Mississippi travel policies are incorporated herein. ***
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>

**Mississippi Judicial College
The University of Mississippi
Travel Guidelines for Attending
The Mississippi Bar Association Annual Meeting & Judicial CLE Session
Hilton Sandestin Beach Hotel, Sandestin, Florida
July 10-13, 2019**

EXPENSES	COUNTY COURT JUDGES
<p>Registration Fee</p> <p>**Please note that you should register before June 14, 2019.**</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 14, 2019 - \$350.00 Registration fee after June 14, 2019 - \$375.00</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 \$.58 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 personal mileage on your behalf using a standardized table.</p>
<p>Travel-Parking & Tolls</p>	<p>Please note that non-UM employees must submit parking and toll receipts.</p>

**Mississippi Judicial College
The University of Mississippi
Travel Guidelines for Attending
The Mississippi Bar Association Annual Meeting & Judicial CLE Session
Hilton Sandestin Beach Hotel, Sandestin, Florida
July 10-13, 2019**

<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 \$294.00 plus tax per night as charged by the Hilton Sandestin Beach Hotel for the nights of:</p> <p style="padding-left: 40px;">Tuesday, July 9 Wednesday, July 10 Thursday, July 11 & Friday, July 12</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 actual meal tips will be reimbursed up to 20% of the maximum daily meal allowance.</p> <p>Please keep individualized meal receipts in the event 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>