



**SUPREME COURT OF MISSISSIPPI
ADMINISTRATIVE OFFICE OF COURTS
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April 17, 2019

To: Chancery, Circuit and County Judges

**From: Chief Justice Mike Randolph
Chairman, Conference of Judges**

Re: Called Conference Meeting for July 11, 2019

The Mississippi Conference of Judges will hold an official business session of all active members in conjunction with the annual meeting of the Mississippi Bar at the Hilton Sandestin Beach Hotel in Destin, Florida, July 10 through 13, 2019. Conference meetings will be at the Sandestin Beach Hotel on Thursday, July 11, 2019 as follows:

Conference of Appellate Judges	9:30 - 10:30
Conference of Circuit Judges	9:30 - 10:30
Conference of Chancery Judges	9:30 - 10:30
Conference of County Court Judges	9:30 - 10:30
Overall Conference Meeting	10:45 - 12:00

**REIMBURSABLE EXPENSES FOR CIRCUIT AND CHANCERY JUDGES FOR
ATTENDANCE AT THE ANNUAL SUMMER MEETING OF MISSISSIPPI CONFERENCE OF
JUDGES**

(1) Circuit and Chancery Judges attending **both** the Conference of Judges **and** the associated Summer School will be reimbursed as follows:

The Summer School registration and the Mississippi Conference of Judges registration will be paid out of office allowance. Meals (July 7, 8, 9, and 10), lodging (the nights of July 7, 8, and 9), parking, and incidentals for Summer School will be paid out of office allowance not to exceed \$1,350. Meals (July 11, 12, and 13), lodging (the nights of July 10, 11, and 12), parking, and incidentals for the Conference of Judges will be paid out of travel not to exceed \$1,280. Mileage will be reimbursed at the rate of \$.58 per mile and is not included in the aforementioned totals.

Reimbursement requests for Summer School and the Conference of Judges should be submitted on **SEPARATE TRAVEL VOUCHERS**: (A) The Summer School reimbursement request should be submitted on a travel voucher and submitted with an office allowance reimbursement form. A **copy** of the lodging receipt should be attached to this form. (B) The Conference of Judges reimbursement request should be submitted on a separate travel voucher, along with the **original** of the lodging receipt. All mileage should be claimed on the voucher for the Conference, not Summer School, and should be submitted on the same form with the Conference travel expenditures.

(2) Circuit and Chancery Judges attending **only** Summer School will be reimbursed as follows:

The Summer School registration will be paid out of office allowance. Meals (July 7, 8, 9, and 10), lodging (the nights of July 7, 8, and 9), parking, and incidentals for Summer School will be paid out of office allowance not to exceed \$1,350. Mileage will be reimbursed at the rate of \$.58 per mile and is not included in the aforementioned total.

The Summer School reimbursement request should be submitted on a travel voucher and submitted with an office allowance reimbursement form, along with the **original** of the lodging receipt. Mileage should be submitted on a separate travel reimbursement form.

(3) Circuit and Chancery Judges attending **only** the Conference of Judges will be reimbursed as follows:

The Mississippi Bar conference registration will be paid out of office allowance. Meals (July 9, 10, 11, 12, and 13), lodging (the nights of July 9, 10, 11, and 12), parking, and incidentals for the Conference of Judges will be paid out of travel not to exceed \$1,785. Mileage will be reimbursed at the rate of \$.58 per mile and is not included in the aforementioned total.

The maximum daily meal rate in Destin is \$56.00 per day. Lodging will be reimbursed at a rate not to exceed \$294.00 plus tax per night as charged by the Hilton Sandestin Beach.

Please submit a separate travel voucher for this out-of-state travel. Do not submit any of this travel on a travel form with in-state travel.

COUNTY COURT JUDGES SHOULD CONTACT THE MISSISSIPPI JUDICIAL COLLEGE (662) 915-5955 FOR REIMBURSEMENT INFORMATION.

Circuit and Chancery Court Judges who have questions concerning the reimbursement of expenses in conjunction with this meeting should contact Jennifer Parish, Assistant Finance Director, Mississippi Supreme Court, Post Office Box 117, Jackson, MS 39205, telephone (601) 359-2025.

cc: Carol Allgood, Finance Director
Kevin Lackey, Director, Administrative Office of Courts