

**MISSISSIPPI JUDICIAL COLLEGE (MJC)  
COUNTY JUDGES OUT OF STATE TRAVEL REIMBURSEMENT FORM**

Name \_\_\_\_\_ Title County Court Judge -  
 Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail \_\_\_\_\_

MILEAGE		
Travel in privately owned vehicles is reimbursed at 53.5 cents per mile, based on mileage calculated from standardized tables.		
DATE	FROM	TO

**Social Security Number: ### - ## - \_\_\_\_\_ (Last 4 Digits Required by University of MS. If NEW, you MUST include W-9.)**

**Title of Meeting (Seminar/Conference)** Mississippi Bar Association Meeting and Judicial CLE Session.

**Meeting Location** Sandestin Hilton - Sandestin, Florida Meeting began at 12:00 p.m. on 7/12/17 and ended at 11:00 a.m. 7/15/17.

**Registration Fee\*** \_\_\_\_\_ \$350.00 \_\_\_\_\_ \$370.00 (\* A paid, itemized receipt showing a zero balance is required for reimbursement.)

*Please check the MJC website for 2017 MS Bar Convention Travel Guidelines for more detailed instruction.*

<http://mjc.olemiss.edu/wp-content/uploads/sites/134/2017/05/2017-Bar-Convention-Travel-Guidelines-Revised.pdf>

**ACTUAL MEAL AND LODGING EXPENSES**

Itemized hotel receipt showing a zero balance must be attached. A maximum daily total for meals is \$56. Please list actual meal expenses. Receipts may be requested for documentation.

DATE	BREAKFAST	LUNCH	DINNER	TIPS	HOTEL ROOM*	PARKING/TOLLS*	DAILY TOTAL
	Up to \$10.00	Up to \$20.00	Up to \$26.00	Not to exceed 20%	-----		
7/11							
7/12							
7/13							
7/14							
7/15							

**CERTIFICATION**

- I certify that the meal expenses submitted are for my individual meals only and do not include any charges for alcoholic beverages.
- Subject to any differences determined by Audit, I certify that the above amount claimed for travel expenses for the period indicated is true and accurate, and that payment for any part has not been received.
- I certify that I attended the Judicial CLE Session, thereby making me eligible to seek reimbursement.

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

Please return to:

**MISSISSIPPI JUDICIAL COLLEGE**

Attn: Allison Lester  
 Post Office Box 1848  
 University, MS 38677  
 Phone: (662) 915-5955  
 Fax: (662) 915-7845  
 E-mail: [alester@olemiss.edu](mailto:alester@olemiss.edu)



**FOR MJC OFFICE USE ONLY**

**Total Reimbursement:** \_\_\_\_\_

**Vendor ID #** \_\_\_\_\_