

DO NOT FAX TRAVEL

USE PHYSICAL ADDRESS ONLY NO POST OFFICE BOXES



TRAVEL EXPENSE REIMBURSEMENT PROCEDURES

The Division of Public Defender Training must comply with the MS Department of Finance and Administration (DFA) Travel Policy Rules & Regulations. If you have any questions, please contact Berenda Pendleton at 601-576-4210

Please mail your **signed** Travel Voucher to:

**STATE OFFICE OF PUBLIC DEFENDER
ATTN: Berenda Pendleton
P O Box 3510
Jackson, MS 39207**

Checklist:

- 1. Expense reimbursements due within **THIRTY (30) DAYS**.
- 2. Please include your **NAME, and TITLE on both pages**
- 3. The **EXACT MEAL COST** for each meal must be entered as indicated *on the back* of your travel voucher under *Itemized Statement of Travel Expense*. **You must submit the itemized meal receipt for each meal that you are requesting reimbursement.** It is unacceptable to simply enter the allowed amount for each day. The total from *Daily Meals Allowed* is then entered *on the front* of the voucher under *NON -Taxable Meals*. The maximum amount allowed for meals in Bay St. Louis, MS is **\$41.00** per day. Please be aware that when **ameal is furnished** at the conference you **cannot** be reimbursed.
- 4. **DFA requires the original receipt of your hotel bill on the hotel's letterhead. It must have a ZERO balance.**
- 5. The Current Reimbursement Rate for Mileage is \$.575 per mile.
- 6. Your signature must be in **ink** at the bottom of the voucher.