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 are due within **THIRTY (30) DAYS**.

☐ 2. Please mail Travel Voucher and all **original** supporting **itemized meal receipts** to the above address.

☐ 3. Please include your **NAME**, **and TITLE on both pages.**

☐ 4. 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 ORIGINAL ITEMIZED meal receipt for each meal that you are requesting reimbursement**. **Please ask your server for an itemized receipt.** 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 **Meridian, MS** is **$68.00** per day. Please be aware that when a **meal is furnished** at the conference you ***cannot*** be reimbursed.

☐ 5. The Current Reimbursement Rate for Mileage is $0.70 per mile.

☐ 6. Your signature must be in **ink** at the bottom of the voucher**.**