

## 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 **Bay St. Louis, 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 \$0.725 per mile.
- 6. Your signature must be in **ink** at the bottom of the voucher.