

## 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 Biloxi, MS is **\$41.00** per day. Please be aware that when a **meal 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 \$.535 per mile.
- 6. Your signature must be in **ink** at the bottom of the voucher.

## TRAVEL VOUCHER

State of Mississippi: MS OFFICE OF STATE PUBLIC DEFENDER - TRAINING DIVISION - FUND 3100  
(Agency or Institution)

Name: \_\_\_\_\_ PIN/WIN #: \_\_\_\_\_

Address: \_\_\_\_\_ PID#: \_\_\_\_\_

\_\_\_\_\_

Check One:	
Employee	
Contract Worker	
Board Member	

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from \_\_\_\_\_ to \_\_\_\_\_. The itemized statement follows.  
(date) (date)

Check Box(es):	In-State		Out-of-State		Out-of-Country		PTE Request
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Prior to Trip Expenses (PTE) Request:	
Lodging	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Public Carrier	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Payment Information <small>(Traveler complete, if known)</small>	
Trip #	
Travel Voucher #	
SAAS Ag #	
SPAHS Ag #	
Fund #	
Activity / Location	
Org / Sub Org	
Rpt Category	
Project / Sub Proj	

Per Diem in Lieu of Subsistence	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Taxable Meals	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Non-Taxable Meals	
Lodging	
Travel in Private Vehicle	
Travel in Rented Vehicle	
Travel in Public Carrier	
Other:	
Sub Total	
Less: Travel Advance	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Less: PTE Lodging	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Less: PTE Public Carrier	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Net Payment (Overpayment)	

Subject to any difference determined by verification, I certify that the above amount claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Traveler: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: **DIRECTOR OF TRAINING** Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Title: **OFFICE MANAGER** Date: \_\_\_\_\_

