



VICE PRESIDENT OF BUSINESS AFFAIRS

Jones County Junior College

TO: Jones Employees
FROM: D.L. Youngblood, VP of Business Affairs
SUBJECT: Per Diem and Mileage
DATE: January 1, 2008

As per Section 25-3-41, of the Mississippi Code of 1972, as amended, the Department of Finance and Administration shall establish the maximum daily rate for meal reimbursement of State and local government employees while on official travel. The meal reimbursement floats with the Federal Register.

<u>Category</u>	<u>Federal Register Max. Per Diem Rate</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Total</u>
1	\$ 0 - \$ 99	\$6.25	\$ 8.75	\$16.00	\$31.00
2	100 - 124	7.50	10.00	18.50	\$36.00
3	125 - above	8.75	11.25	21.00	\$41.00

Please remember that each employee is required to obtain prior approval to travel using a yellow Request to Travel form. Please fill out your Request to Travel form in its entirety. Pay special attention to dates, times, destination, and purpose of travel. Due to the high volume of Requests to Travel, corrections cannot be made for you. Incomplete forms will be returned for corrections. Prepaid fees (hotel, registration, etc.) still require itemized receipts/billing. The minimum amount for prepaid fees, advances, or purchase orders is \$250.00 and at least three night's hotel stay.

MEAL RECEIPTS ARE REQUIRED FOR THE FOLLOWING:

1. Reimbursement claimed for official business lunches—Must include names of guests.
2. Reimbursement claimed for banquets while attending official meetings of a convention, seminar or similar convocation if the cost of the meal exceeds the approved allowance.

Reimbursement and/or charges for private vehicles is \$.41 per mile.

Please contact Angela Tice (ext. 4268) if you have questions or need additional information.

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