



SUPREME COURT OF MISSISSIPPI

October 1, 2025

TO: State of Mississippi Justices, Judges, Judiciary Employees, Board Members, and Contract Workers

FROM: Jennifer E. Parish, Finance Director

RE: Meal Reimbursement for In-State Travel

FOR THE PERIOD OF: October 1, 2025, to September 30, 2026

Per the Department of Finance and Administration, the State's procedure for determining the daily meal rate changed effective October 1, 2023, and will follow the same procedure as the US General Services Administration (GSA) procedure reflected below.

Justices/Judges/employees/board members/contract workers will be reimbursed for the **actual cost** of meals not to exceed \$63.00 per day for ALL cities in the State.

While traveling for business, a breakfast meal will be allowed when the departure time is **prior to 6:00 a.m.** or if overnight stay is involved, and an evening meal will be allowed when the arrival is **later than 8:00 p.m.** or if overnight stay is involved. **"Early Departure" or "Late Arrival" must be footnoted on the travel voucher.** Meal receipts will not be required unless specifically requested by a division director. The in-state meal breakdown is as follows:

	In-State
Breakfast	\$16.00
Lunch	\$19.00
Dinner	\$28.00
Total	\$63.00

It should be noted that the above meal rates include meal tips, therefore meal tip amounts will no longer be a separate item of expense and should be included in the meal amount claimed.

In no instance will any meals be reimbursable in the city where the Justice/Judge/employee/board member/contract worker resides or has his or her official duty station/courthouse.