CITY OF BYRAM
AGENDA FOR THE REGULAR WORK SESSION OF THE MAYOR AND BOARD OF ALDERMEN
MONDAY, DECEMBER 11, 2023, 6:30 PM
City Hall: 5901 Terry Road, Byram, MS

1. **Welcome and Call to Order**

2. **Roll Call**

3. **Presented Items**

   (a) **Discussion of trash pickup on Byram city streets - Alderman Erma Johnson**

   (b) **Discussion of modifying the use of Roberts Rules of Order at meetings of the Mayor and Board of Aldermen - Alderman Teresa Mack**

   (c) **Discussion of City Office closures - Aldermen Teresa Mack**

   (d) **Discussion of modifying the City of Byram travel policy:**
   (i) regarding maximum allowable per diem rates and the general requirements for meal reimbursement for elected officials, and
   (ii) modifying the policy so that elected officials may receive mileage and meal reimbursement for travel in the local area - Alderman Teresa Mack

   (e) **Discussion of 12/14/23 agenda**

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: December 11, 2023 AGENDA ITEM NO: 3.a

FOR: Discussion of trash pickup on Byram city streets - Alderman Erma Johnson

INTRODUCED BY: Alderman Erma Johnson

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: December 11, 2023 AGENDA ITEM NO: 3.b

FOR: Discussion of modifying the use of Roberts Rules of Order at meetings of the Mayor and Board of Aldermen - Alderman Teresa Mack

INTRODUCED BY: Alderman Teresa Mack

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: December 11, 2023 AGENDA ITEM NO: 3.c

FOR: Discussion of City Office closures - Aldermen Teresa Mack

INTRODUCED BY: Alderman Teresa Mack

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: December 11, 2023 AGENDA ITEM NO: 3.d

FOR: Discussion of modifying the City of Byram travel policy:
(i) regarding maximum allowable per diem rates and the general requirements for meal reimbursement for elected officials, and
(ii) modifying the policy so that elected officials may receive mileage and meal reimbursement for travel in the local area - Alderman Teresa Mack

INTRODUCED BY: Alderman Teresa Mack

ATTACHMENTS:

File Name
City of Byram Travel Policy.pdf

Comparison of flat rate per diem vs reimbursing receipts for actual meals purchased.pdf

FY2021-22 travel expenses all employees.pdf

FY2022-23 travel expenses all employees.pdf

Expenses per elected official claimed at MML and Policy Conference 2023.pdf

Mission Statement

The purpose of this Travel Policy is to outline general policies and procedures to allow reasonable guidance for travelers and administrators.

It is up to the Department Head to determine if the potential benefits of the Conference/Trip justify the time and expense involved after considering cost-effective alternatives, such as video or teleconferencing.

An employee traveling on official city business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request air, train, bus, hotel and vehicle rental reservations as far in advance as possible and shall utilize the lowest logical rate available.

Whether by public transportation, privately-owned vehicle or city-owned vehicle, reimbursement shall be made for the most direct practical route. The least expensive method of transportation shall be used.

Travel Advances under MS Code 25-3-41 the Municipality has the authority to give advances that can only be used for travel related purposes. This money may not be used for personal expenses or for any purpose other than the actual expenses listed on the Estimated Travel Advance Form and has been approved for the authorized travel.

An Estimated Travel Advance Form must be filled out for each individual traveling.

Account for Travel Advances all employees must fill out a City of Byram Return From Travel Form within five (5) working days after returning to work. This is to be done regardless whether money is owed back to the city or not.

A. All travel advance money not used for travel related expenses is repaid to the municipality.
B. The Return From Travel Form is completed and submitted. This form should account for all money not refunded.
C. Actual receipts are provided for all travel expenses.

In-State/Out-Of-State Conferences requires an Estimated Travel Expense Form to be completed and approved by the Department Head. Then the Estimated Travel Expense Form is to be placed on the agenda for approval by the Board of Alderman and recorded in the official minutes. This must be done before an employee attends any convention, association or meeting in order for expenses to be reimbursed.

For the Mayor and Aldermen attendance at Conferences/Meetings held within the "Greater Jackson Metropolitan Area" will be preapproved for "Registration Fees" ONLY. The "Greater Jackson Metropolitan Area" will include the municipalities of Jackson, Brandon, Clinton, Florence, Flowood, Madison, Pearl, Raymond, Richland, Ridgeland, and Terry. No meals or mileage will be authorized for reimbursement.

City-Owned Vehicle A City of Byram vehicle shall always be used for official city business travel. Documentation is required if a city vehicle is unavailable. Actual operating expenses incurred in the use of city-owned vehicle for official travel will be reimbursed on presentation of receipts for gasoline and oil. No mileage reimbursement shall be made for state-owned vehicle use.

Private Vehicle

Reimbursement for the use of a personal vehicle for official city business travel is based on actual miles traveled and will be at the rate that the City of Byram officials have adopted. The current reimbursement rate as of February 23, 2023 is $ .655 per mile. In the event, an employee chooses to use a personal vehicle when a city vehicle is available the reimbursement rate will be $.22 per mile. When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed. The person claiming reimbursement shall report the names of other city employee passengers.

Conference Hotels

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted hotel rate provided, the employee should go directly to the hotel to obtain lodging. The employee has the responsibility to find out if prepayment and tax exemption is available. If available, the necessary information (address and any other requirement) needs to be listed on the Estimated Travel Advance Form.

General Lodging Information

Primary responsibility for the reasonableness of amounts charged rests with the Department Head or his designee. “Government rates” must always be requested by all travelers and the rate confirmed both at the time reservations are made and at check-in. If lodging is within the state of Mississippi, “state rates” should be asked for rather than “government rates.” Since hotels charge for unkempt reservations, changes in travel plans must be communicated to the hotel as soon as possible. These charges will **not be reimbursed** if the traveler has been negligent in canceling reservations, or if the change is due to a personal decision after the deadline for cancellations. **Exceptions may be made for emergencies beyond the employee's control.

Conference Meals

Meals shall not be claimed as a separate item of expense on the Estimated Travel Advance Form when included in the conference registration fee. If special circumstances exist, for example, a food allergy prohibiting one from eating the meal provided, an exception will be made if noted by the employee and signed by the Department Head and reimbursement will be provided for that meal. Fees charged for attending the official meetings of a convention or seminar where the meeting includes a meal which causes the employee to exceed the daily maximum meal allowance will be reimbursed if supported by a receipt from convention officials. The meal reimbursement rate shall be paid at the rate for the conference city location.

*Alcoholic beverages are not reimbursable.

General Meal Information

Employees of the City of Byram shall be reimbursed the actual cost of meals as noted on itemized receipts incident to official travel. Total travel meal receipts shall not exceed the total meal reimbursement allocated for the number of travel days according to the maximums for the specific location of assignment. The amount allowed for individual meals when traveling within the continental United States (including Alaska) shall not exceed the maximum reimbursement rate listed at https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/ . A current listing can also be found with the City Purchasing Agent. The State has 4 reimbursement rates but the City of Byram will only use the first 3 rates for calculations. If you cannot find the city you are looking for, locate the county and use the amount listed. If neither the city nor county is listed, the maximum state reimbursement rate is $46.00 per day (as of February, 2014).

Example:	$46.00 X 2 days travel	= $92.00
	Day 1 receipts	= $30.00
	Day 2 receipts	= $50.00
	Total Meal Reimbursement	= $80.00

*Alcoholic beverages are not reimbursable.

Meal tips should be included in the actual meal expense unless the inclusion of the tips would cause the meals to exceed the maximum daily limitations placed on meals by the Department of Finance and Administration. If the daily limitation would be exceeded, the employee is allowed to record meal tips for each day under other authorized business expenses. Total meal tips shall not exceed 20% of the maximum daily meal reimbursement.

Phone Charges, Postage, and Other Expenses

Phone calls, postage, and other expenses included in the "other expenses" column must be described and then certified at the bottom of the Return From Travel Form by the employee that they are for valid business expenses. The employee's signature on the Return From Travel Form qualifies as such certification. Phone calls itemized on a hotel bill should be circled and indication made if they were for business, or deducted and not claimed if they were personal calls. Calls home are considered personal expenses and are not reimbursable. Calls to the office to check voice mail are reimbursable.

Taxi Fares

Fares for taxis or airport transportation services are to be listed under “other expenses”. If the cost is in excess of $10.00 it is required that the receipt for that service to be the attached to the Return From Travel Form. The city does not reimburse taxi fares for **optional** travel to/from restaurants.

Miscellaneous Charges

A. Baggage Handling

   Reasonable charges will be allowed without receipt. Reasonable is usually defined as $1 per bag for each level of handling.

   Airport Counter: Charges for baggage at check-in may vary per airline. These charges are allowable and will be reimbursed. A receipt is required for charges in excess of $10.00.

B. Hotel/Airport Parking

   For charges in excess of $10.00/day, receipts are required.

   Valet: The average tip for valet parking is $2.00. The city does not reimburse for any other valet services except at a hotel.

Travel Practices not listed in the Travel Policy will be in accordance with MS Department of Finance & Administration, State Travel Policy Rules & Regulations.

Comparison of pre-paid mileage and flat rate per-diem vs. paying for actual expenses claimed with itemized receipts

Expenses claimed at MML 2023

	Pre-paid mileage and flat rate per diem		Itemized receipts Actual Expenses Claimed		Savings to City
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	AMOS, ROBERT	$230.00
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	GIBSON, ROSCHELLE	$230.00
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	HARRIS-ALLEN, ROSHUNDA	$230.00
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	HOSEY, DIANDRA	$54.90
06/29/2023		TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$175.10	HOSEY, DIANDRA	
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	JOHNSON, ERMA	$192.93
06/29/2023		TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$37.07	JOHNSON, ERMA	
06/12/2023	$482.46	TRAVEL ADVANCE, MML CONF, JUNE 24-28	$206.46	MACK, TERESA	$65.18
06/29/2023		TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 24-29	$210.82	MACK, TERESA	
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	MOORE, DAVID	$190.00
06/29/2023		TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-29	$40.00	MOORE, DAVID	
06/12/2023	$390.46	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	MORRISON, PAULA	$98.21
06/27/2023		TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$85.79	MORRISON, PAULA	
06/12/2023	$390.46	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	NORWOOD, DARNISHIA	$95.99
06/27/2023		TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$88.01	NORWOOD, DARNISHIA	
06/25/2023	$390.46	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$151.53	RICHBURG, ANGELA	$238.93
06/28/2023	$390.46	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-28	$90.29	WHITE, RICHARD	$93.71
06/29/2023		MILEAGE REIMBURSEMENT, BILOXI, MS JUNE 25-28	$206.46	WHITE, RICHARD	
Pre-approved	**$4,663.06**	**Actual expenses claimed**	**$2,943.21**	**Total Saved**	**$1,719.85**

Expenses claimed at MS Policy Conference

Comparison of pre-paid mileage and flat rate per-diem vs. paying for actual expenses claimed with itemized receipts

	Pre-paid mileage and flat rate per diem		Itemized receipts Actual Expenses Claimed		Savings to City
07/24/2023	$434.91	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	GIBSON, ROSCHELLE	$224.00
07/24/2023	$434.91	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	HARRIS-ALLEN, ROSHUNDA	$224.00
07/24/2023	$434.91	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	JOHNSON, ERMA	$128.40
08/13/2023		TRAVEL REIMBURSEMENT, BILOXI MS, AUG 10-13	$95.60	JOHNSON, ERMA	
			$306.51		
07/24/2023	$434.91	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	MACK, TERESA	$86.00
08/13/2023		TRAVEL REIMBURSEMENT, BILOXI MS, AUG 8-13	$138.00	MACK, TERESA	
			$348.91		
Pre-approved	$1,739.64	**Actual expenses claimed**	$1,077.24	**Total Saved**	$662.40

Just for these two conferences, if we had pre-paid mileage and a flat rate per diem we would have paid a total of $6402.70.

With the new Federal and State increase in maximum per diem rates, going forward the exact same travel would now be an additional $871.00 prepaid.

By requiring itemized receipts and only paying for meals that were actually purchased, we saved the City $2382.25 last year just on these two conferences.

FY 2021-2022	Mileage and meal reimbursements - all departments			
Post Date	Description	Amount	Vendor Name	Total
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	AMOS, ROBERT	$267.76
8/2/2022	MILEAGE TO ITTA BENA, MS	$70.75	AMOS, ROBERT	
10/21/2021	TRAVEL REIMBURSEMENT	$42.16	AYCOX, MIKE	$42.16
10/26/2021	TRAVEL REIMBURSEMENT - ROBINSONVILLE, MS OCT 4-8	$109.79	COLE, KATRINA	$343.79
09/30/2022	TRAVEL REIMBURSEMENT, PEARL MS JUNE 13-17, 2022	$234.00	COLE, KATRINA	
10/26/2021	TRAVEL REIMBURSEMENT - SOUTHHAVEN, MS OCT 18-19	$58.90	COOPER, COLIN	$144.35
03/29/2022	TRAVEL REIMBURSEMENT, HATTIESBURG, MS MARCH 27-29	$85.45	COOPER, COLIN	
04/21/2022	TRAVEL REIMBURSEMENT, D'IBERVILLE MS	$50.56	DORSEY, GLYN	$50.56
06/22/2022	TRAVEL REIMBURSEMENT - JUNE 13-17, 2022, BILOXI	$77.96	ERRINGTON, DAVID	$320.48
08/10/2022	TRAVEL REIMBURSEMENT, GULFPORT, MS AUG 7-10	$89.13	ERRINGTON, DAVID	
09/14/2022	TRAVEL REIMBURSEMENT, WASHINGTON, DC SEPT 12-14	$153.39	ERRINGTON, DAVID	
08/12/2022	TRAVEL REIMBURSSEMENT, D'IBERVILLE, AUG 10-12	$20.91	EVERETT, JOHN T	$20.91
10/27/2021	TRAVEL REIMBURSEMENT, HATTIESBURG, MS OCT 25-27	$96.32	GIBSON, ROSCHELLE	
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	GIBSON, ROSCHELLE	$509.70
7/26/2022	TRAVEL ADVANCE/MILEAGE, ITTA BENA, MS AUG 4	$70.75	GIBSON, ROSCHELLE	
7/26/2022	TRAVEL REIMBURSEMENT, MML BILOXI, JUNE 26-30, 2022	$22.87	GIBSON, ROSCHELLE	
8/2/2022	TRAVEL ADVANCE, MILEAGE, TUNICA MS AUG 18-21	$122.75	GIBSON, ROSCHELLE	
10/29/2021	TRAVEL REIMBURSEMENT/MML SMALL TOWN CONF	$105.67	HARRIS-ALLEN, ROSHUNDA	$467.22
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	HARRIS-ALLEN, ROSHUNDA	
7/29/2022	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 26-29	$10.55	HARRIS-ALLEN, ROSHUNDA	
8/2/2022	TRAVEL ADVANCE, MILEAGE, TUNICA MS AUG 18-21	$122.75	HARRIS-ALLEN, ROSHUNDA	
8/20/2022	TRAVEL REIMBURSEMENT, TUNICA MS AUG 18-20	$31.24	HARRIS-ALLEN, ROSHUNDA	
11/12/2021	TRAVEL ADVANCE TO DC	$224.00	HOSEY, DIANDRA	$573.80
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	HOSEY, DIANDRA	
6/30/2022	TRAVEL REIMBURSEMENT - MML BILOXI, JUNE 26-30	$152.79	HOSEY, DIANDRA	
07/15/2022	MS COMMAND COLLEGE TRAVEL	$79.08	JACKSON, DEVON	$79.08
10/27/2021	TRAVEL REIMBURSEMENT - HATTIESBURG, MS OCT 25-27	$137.78	JOHNSON, ERMA	$577.07
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	JOHNSON, ERMA	
8/2/2022	MILEAGE TO ITTA BENA, MS	$70.75	JOHNSON, ERMA	
8/2/2022	TRAVEL ADVANCE, MILEAGE, TUNICA MS AUG 18-21	$122.75	JOHNSON, ERMA	
8/20/2022	TRAVEL REIMBURSEMENT, TUNICA MS, AUG 18-20, 2022	$27.49	JOHNSON, ERMA	
06/29/2022	TRAVEL REIMBURSEMENT - MML BILOXI, JUNE 26-29	$21.29	JOHNSON, ERMA	

FY 2021-2022	Mileage and meal reimbursements - all departments			
Post Date	**Description**	**Amount**	**Vendor Name**	**Total**
06/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	JONES, VERA	$270.87
06/28/2022	TRAVEL REIMBURSEMENT - BILOXI, MS JUNE 26-28, 2022	$73.86	JONES, VERA	
07/15/2022	TRAVEL REIMBURSEMENT, OXFORD MS JULY 10-15, 2022	$70.22	JORDAN, KEITH	$70.22
06/15/2022	TRAVEL REIMBURSEMENT - OXFORD, MS JUNE 5-8, 2022	$153.00	KENDRICK, MAURICE	$426.58
09/29/2022	TRAVEL REIMBURSEMENT, BILOXI, MS SEPT 26-29, 2022	$273.58	KENDRICK, MAURICE	
08/05/2022	TRAVEL REIMBURSEMENT, GULFPORT, MS AUG 3-5, 2022	$138.00	KENT, LEDIREADA	$138.00
03/18/2022	TRAVEL REIMBURSEMENT - MARCH 13-18, 2022	$80.45	KINCAID, RICARDO	$253.86
07/18/2022	TRAVEL REIMBURSEMENT	$6.45	KINCAID, RICARDO	
09/14/2022	TRAVEL REIMBURSEMENT, WASHINGTON DC	$166.96	KINCAID, RICARDO	
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 25-30, 2022	$197.01	MACK, TERESA	$626.88
6/29/2022	TRAVEL REIMBURSEMENT - MML BILOXI, JUNE 25-29	$218.91	MACK, TERESA	
9/22/2022	TRAVEL ADVANCE - GREENWOOD, MS SEPT 28-29	$135.00	MACK, TERESA	
9/30/2022	TRAVEL REIMBURSEMENT, SEPTEMBER 29-30, 2022	$75.96	MACK, TERESA	
09/29/2022	TRAVEL REIMBURSEMENT, BILOXI, MS SEPT 26-29, 2022	$180.92	MAGLOIRE, JUDSON	$180.92
06/22/2022	TRAVEL REIMBURSEMENT, BILOXI MS JUNE 15-16	$102.88	MITCHELL, BRANDE	$102.88
2/7/2022	TRAVEL REIMBURSEMENT, MML SUMMER CONF	-$24.06	MOORE, DAVID	$304.54
2/7/2022	TRAVEL REIMBURSEMENT MML SUMMER CONF	$24.06	MOORE, DAVID	
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	MOORE, DAVID	
6/30/2022	TRAVEL REIMBURSEMENT - MML BILOXI, JUNE 26-30	$36.78	MOORE, DAVID	
8/2/2022	MILEAGE TO ITTA BENA	$70.75	MOORE, DAVID	
06/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	MORRISON, PAULA	$240.46
06/28/2022	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 26-28	$43.45	MORRISON, PAULA	
04/10/2022	TRAVEL REIMBURSEMENT, APRIL 8-10, 2022 TUPELO	$73.10	POWELL, LAKENDRICK	$147.84
06/08/2022	TRAVEL REIMBURSEMENT, MERIDIAN, JUNE 3-5, 2022	$74.74	POWELL, LAKENDRICK	
10/29/2021	TRAVEL REIMBURSEMENT - RIVERSIDE, CALIFORNIA	$87.02	RICHBURG, ANGELA	$588.07
12/10/2021	TRAVEL REIMBURSEMENT - NATCHITOCHES, LA	$72.35	RICHBURG, ANGELA	
05/26/2022	TRAVEL REIMBURSE, LITTLE ROCK, MAY 19-26, 2022	$206.71	RICHBURG, ANGELA	
06/30/2022	TRAVEL REIMBURSEMENT, BILOXI MS, JUNE 24-30	$126.39	RICHBURG, ANGELA	
09/30/2022	TRAVEL REIMBURSEMENT, SEPT 28-30, 2022	$95.60	RICHBURG, ANGELA	
06/22/2022	TRAVEL REIMBURSEMENT, HUNTSVILLE AL JUNE 5-10	$99.85	SMITH, DWAYNE	$99.85
06/08/2022	TRAVEL REIMBURSEMENT - OXFORD, MS JUNE 5-8	$114.74	TURNER, SGT. KEVIN	$114.74

FY 2021-2022	Mileage and meal reimbursements - all departments			
Post Date	**Description**	**Amount**	**Vendor Name**	**Total**
11/11/2021	TRAVEL REIMBURSEMENT, STARKSVILLE, MS	$99.01	WALTERS, SHAWN	$212.11
05/25/2022	TRAVEL REIMBURSEMENT, BILOXI, MS MAY 3-5, 2022	$113.10	WALTERS, SHAWN	
10/26/2021	TRAVEL REIMBURSEMENT - OXFORD, MS, OCT 10-15, 2021	$129.77	WELLS, JOHNNY	$287.19
11/19/2021	TRAVEL REIMBURSEMENT - OXFORD, MS NOV 14-19, 2021	$157.42	WELLS, JOHNNY	
06/29/2022	TRAVEL REIMBURSEMENT - BILOXI, MS JUNE 26-29	$205.80	WHITE, RICHARD	$318.00
09/14/2022	TRAVEL REIMBURSEMENT, WASHINGTON, DC SEPT 12-14	$112.20	WHITE, RICHARD	

FY 2022 - 2023	Mileage and meal reimbursements - all departments			
Post Date	Description	Amount	Vendor Name	Total
07/14/2023	TRAVEL REIMBURSEMENT, OXFORD MS, JULY 9-14	$73.27	AYCOX, MIKE	$73.27
05/05/2023	TRAVEL REIMBURSEMENT, COLUMBIA MS APRIL 30-MAY 5	$106.65	CAMERON, BILLY	$106.65
06/24/2023	TRAVEL REIMBURSEMENT, PETAL, MS, JUNE 18-24, 2023	$133.24	COOPER, COLIN	$179.45
09/19/2023	TRAVEL REIMBURSEMENT, BILOXI, MS SEPT 18-19	$46.21	COOPER, COLIN	
11/04/2022	CLERK TRAINING, MADISON, MS NOV 2-4, 2022	$53.97	ELABOR, CYNTHIA	$191.97
04/28/2023	TRAVEL REIMBURSEMENT, CLEVELAND, MS APRIL 26-28	$138.00	ELABOR, CYNTHIA	
06/23/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 19-23	$160.55	ERRINGTON, DAVID	$247.87
08/22/2023	TRAVEL REIMBURSEMENT, GULFPORT, AUG 13-17, 2023	$87.32	ERRINGTON, DAVID	
05/10/2023	TRAVEL REIMBURSEMENT, SOUTHAVEN, MS MAY 9-10	$18.25	GEORGE, MIKE	$18.25
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	GIBSON, ROSCHELLE	$550.99
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	GIBSON, ROSCHELLE	
09/19/2023	MILEAGE ADVANCE, MML MERIDIAN, OCT 24-26, 2023	$133.62	GIBSON, ROSCHELLE	
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	HARRIS-ALLEN, ROSHUNDA	$550.99
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	HARRIS-ALLEN, ROSHUNDA	
09/19/2023	MILEAGE ADVANCE, MML MERIDIAN, OCT 24-26, 2023	$133.62	HARRIS-ALLEN, ROSHUNDA	
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	HOSEY, DIANDRA	$381.56
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$175.10	HOSEY, DIANDRA	
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	JOHNSON, ERMA	$683.66
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$37.07	JOHNSON, ERMA	
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	JOHNSON, ERMA	
08/13/2023	TRAVEL REIMBURSEMENT, BILOXI MS, AUG 10-13	$95.60	JOHNSON, ERMA	
09/19/2023	MILEAGE ADVANCE, MML MERIDIAN, OCT 24-26, 2023	$133.62	JOHNSON, ERMA	
07/28/2023	TRAVEL REIMBURSEMENT - JULY 26-28, 2023	$55.43	KENT, LEDIREADA	$96.57
09/27/2023	TRAVEL REIMBURSEMENT, BILOXI, MS SEPT 25-27	$41.14	KENT, LEDIREADA	
08/22/2023	TRAVEL REIMBURSEMENT, GULFPORT, AUG 13-17, 2023	$38.09	KINCAID, RICARDO	$63.67
08/28/2023	TRAVEL REIMBURSEMENT, CAMP SHELBY, AUG 27-28	$25.58	KINCAID, RICARDO	
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 24-28	$206.46	MACK, TERESA	$1,213.01
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 24-29	$210.82	MACK, TERESA	
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	MACK, TERESA	
08/25/2023	MILEAGE ADVANCE, OXFORD MS, SEPT 21-22	$225.32	MACK, TERESA	
08/13/2023	TRAVEL REIMBURSEMENT, BILOXI MS, AUG 8-13	$138.00	MACK, TERESA	
09/29/2023	TRAVEL REIMBURSEMENT, OXFORD MS, SEPT 21-22	$15.04	MACK, TERESA	

FY 2022 - 2023	Mileage and meal reimbursements - all departments			
Post Date	Description	Amount	Vendor Name	Total
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	AMOS, ROBERT	$206.46
08/22/2023	TRAVEL REIMBURSEMENT, BOSSIER CITY, AUG 21-22	$27.14	MAGLOIRE, JUDSON	$27.14
09/21/2023	TRAVEL REIMBURSEMENT, TUPELO, MS SEPT 18-21	$169.36	MILEY, BILL	$169.36
06/22/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 21-22	$106.66	MITCHELL, BRANDE	$106.66
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	MOORE, DAVID	$380.08
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-29	$40.00	MOORE, DAVID	
09/19/2023	MILEAGE ADVANCE, MML MERIDIAN, OCT 24-26, 2023	$133.62	MOORE, DAVID	
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	MORRISON, PAULA	$292.25
06/27/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$85.79	MORRISON, PAULA	
06/16/2023	TRAVEL REIMBURSEMENT, GULFPORT, MS JUNE 12-16	$79.96	MUNDEN, ERIC	$79.96
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	NORWOOD, DARNISHIA	$294.47
06/27/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$88.01	NORWOOD, DARNISHIA	
12/09/2022	TRAVEL REIMBURSEMENT, BILOXI, MS, OCT 23-28	$183.50	PERKINS, BELINDA	$183.50
09/21/2023	TRAVEL REIMBURSEMENT, TUPELO, MS SEPT 18-21	$96.18	POWELL, LAKENDRICK	$96.18
04/28/2023	TRAVEL REIMBURSEMENT - CLEVELAND, MS APRIL 26-28	$121.68	RICHBURG, ANGELA	$468.44
05/17/2023	TRAVEL REIMBURSEMENT, MINNEAPOLIS, MN, MAY 11-17	$726.71	RICHBURG, ANGELA	
06/25/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$151.53	RICHBURG, ANGELA	
12/09/2022	TRAVEL REIMBURSEMENT, BILOXI, MS OCT 23-28	$125.08	STARKEY, LISA	$125.08
05/26/2023	TRAVEL REIMBURSEMENT, PENSACOLA. FL MAY 22-26	$324.40	THOMAS, TERRIS	$524.91
07/14/2023	TRAVEL REIMBURSEMENT, SOUTHAVEN, MS JULY 9-14	$200.51	THOMAS, TERRIS	
05/12/2023	TRAVEL REIMBURSEMENT, BILOXI, MS MAY 2-4, 2023	$78.11	WALTERS, SHAWN	$78.11
12/15/2022	TRAVEL REIMBURSEMENT, HATTIESBURG, MS DEC 13-15	$82.65	WARD, DETRA	$82.65
09/26/2023	TRAVEL REIMBURSEMENT, PIGEON FORGE, SEPT 23-26	$78.11	WATSON, PAYTON	$78.11
06/28/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-28	$90.29	WHITE, RICHARD	$296.75
06/29/2023	MILEAGE REIMBURSEMENT, BILOXI, MS JUNE 25-28	$206.46	WHITE, RICHARD	

Travel comparison - expenses claimed at MML

		Expenses Claimed		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	mileage	AMOS, ROBERT
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	mileage	GIBSON, ROSCHELLE
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	mileage	HARRIS-ALLEN, ROSHUNDA
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	mileage	HOSEY, DIANDRA
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$175.10	meals	HOSEY, DIANDRA
		$381.56		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	mileage	JOHNSON, ERMA
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$37.07	meals	JOHNSON, ERMA
		$243.53		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 24-28	$206.46	mileage	MACK, TERESA
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 24-29	$210.82	meals	MACK, TERESA
		$417.28		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	mileage	MOORE, DAVID
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-29	$40.00	meals	MOORE, DAVID
		$246.46		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	mileage	MORRISON, PAULA
06/27/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$85.79	meals	MORRISON, PAULA
		$292.25		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	mileage	NORWOOD, DARNISHIA
06/27/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$88.01	meals	NORWOOD, DARNISHIA
		$294.47		
06/25/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$151.53	meals	RICHBURG, ANGELA
06/28/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-28	$90.29	meals	WHITE, RICHARD
06/29/2023	MILEAGE REIMBURSEMENT, BILOXI, MS JUNE 25-28	$206.46	mileage	WHITE, RICHARD
		$296.75		

Travel comparison - expenses claimed at MS Policy Conference

07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	mileage	GIBSON, ROSCHELLE
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	mileage	HARRIS-ALLEN, ROSHUNDA
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	mileage	JOHNSON, ERMA
08/13/2023	TRAVEL REIMBURSEMENT, BILOXI MS, AUG 10-13	$95.60	meals	JOHNSON, ERMA
		$306.51		
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	mileage	MACK, TERESA
08/13/2023	TRAVEL REIMBURSEMENT, BILOXI MS, AUG 8-13	$138.00	meals	MACK, TERESA
		$348.91		

Just for these two conferences, if we had pre-paid mileage and a flat rate per diem we would have paid a total of $6402.70.
With the new Federal and State increase in maximum per diem rates, going forward the exact same travel would now be an additional $871.00. By requiring itemized receipts and only paying for meals that were actually purchased, we saved the City $2382.25 last year

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: December 11, 2023 AGENDA ITEM NO: 3.e

FOR: Discussion of 12/14/23 agenda

INTRODUCED BY: Angela Richburg, City Clerk
