

INSTRUCTIONS FOR COMPLETING THE PERMISSION TO TRAVEL AND THE EMPLOYEE TRAVEL VOUCHER

It is important that the employee and the department forward the Permission to Travel to the University Travel Coordinator at least two weeks prior to travel. Upon the University Travel Coordinator's approval, a signed copy will be returned. In order to request a travel advance, the employee must meet exception requirements. Please see website for requirement information.

When the employee completes the Employee Travel Voucher, submit the signed Employee Travel Voucher, along with the required receipts and the copy of the approved Permission to Travel, to the Travel Office, 118 College Drive Box #5104.

Employee Travel Vouchers received in the Travel Office by 5:00 p.m. Wednesday will be paid within three weeks after submission UNLESS the voucher has to be returned to the employee for correction or missing documentation. Travel reimbursement checks will be mailed to the Department's box number.

PERMISSION TO TRAVEL

HEADING INFORMATION

Enter your name, Social Security number (required if this is your first reimbursement), employee identification number, purpose of trip (a requirement by IHL) and location/place of visit, home department name, chartfield information, and the names of others accompanied on the same trip. The chartfield information must be completed. (Chartfield information includes Fund/Program/Dept ID/Proj-Grant) on the **START HERE** page of the worksheet. All information is imported to the other pages in the workbook to save you time. If you click on those fields in the workbook to type it will give you the error message "The cell or chart that you are trying to change is protected and therefore read-only"

If travel is being charged to a grant, please forward to the Office of Contracts and Grants Accounting for approval signature Box #5174, before sending to the Travel Office.

REGARDING CONFERENCES/WORKSHOPS/SEMINARS

Literature showing the hotel and conference blocked room rate must be attached to the Permission to Travel upon submission. If you stay at a hotel that exceeds the conference rate or a hotel other than the conference hotel and it exceeds the conference rate a waiver will be required to be reimbursed. This is a State Requirement. If the event does not have blocked rates set, the literature should show official date, location and events.

ESTIMATED EXPENSES

Gathered your prices from the conference literature (room rates, included meals, registration fee) or the Travel Website (per diem for location, mileage, rental car rates) to determine the best estimated cost of your trip.

ADVANCES

Prepayments are not to be confused with Travel Advances. A travel advance is a separate check cut based off your expenses listed on the Permission to Travel. Not, any expenses you have already paid. The advance check is 80% and only cut 2 weeks before the start of the trip. Advances must fit exception criteria (see policy on website), if you DO NOT meet the exception criteria's you will not get an advance. To be reimbursed for expenses you have paid before the trip start date, do a Travel Voucher.

MAXIMUM ALLOWED AMOUNTS

Complete this field if the Signature Authority will only allow a fixed amount to be reimbursed for your trip. The Travel Office will pay up to, but not exceed the set maximum allowed amount. Enter amount on at "Maximum Allowed Amount".

TRAVEL VOUCHER

EXPENSES THAT REQUIRE ORIGINAL RECEIPTS

- Lodging (itemized Hotel or Motel bill in traveler name)
- Rail, bus or plane (e-ticket acceptable)
- Registration fees
- Car rental receipt (also required for fuel reimbursement)
- Telephone expense (only as listed on hotel receipt)
- Gas for rental vehicle (rental receipt required)
- Taxi-Limousine in excess of \$10.00
- Parking/Tolls in excess of \$10.00
- Airline Baggage Fees
- Tips in excess of \$10.00 require receipt (over \$10.00 without a receipt MUST be itemized with dates, amounts, and payees).
- BREF – Business Meal(s) (Itemized receipt)

PERSONAL MEALS

To claim the cost of meals, you must be on University business which includes overnight lodging. MEALS WILL NOT BE REIMBURSED UNLESS THERE IS AN OVERNIGHT STAY. Indicate your lodging from hotel charges (do not lump total on one day for multiple nights) or identify how lodging was paid. Type in lodging field; write in the lodging field after printing voucher. Do not leave the lodging area blank if you are claiming meals.

Maximum meal reimbursement rates: A list is available on the Travel web site at <https://www.usm.edu/procurement-contract-services/meal-allowance-index-state>

Please refrain from paying for other employee's meals if possible. If paying for another employee(s) indicate the meal paid, name of employee(s), signature from employee(s).

GROUP MEAL(S)

If paying for a group or for people outside of the University, complete Business Related Expense Form. Enter dollar amount under total. The total will transfer to page 1 of the Travel Voucher. Do NOT enter the meal in the Personal Meals and Lodging section. BREF require an itemized receipt. No alcohol or tips in excess of 15% (other than allowable rounding or restaurant imposed amounts on groups) can be claimed for reimbursement.

LODGING

Lodging (excluding meals or other charges that should be transferred to a proper line item) is entered in total on the day paid. If the room is shared with another employee on travel status, reimbursement will be calculated on a pro rata share of the total cost. If accompanied by a spouse who is not an employee on travel status, the reimbursement will be at the single room rate. Request the hotel to indicate the single room rate separately. The original hotel or motel bill in the employee's name must be attached for all lodging.

TRAVEL OF PERSONAL VEHICLE

If a University Vehicle was used do not enter any mileage information in this section. Indicate by Yes or No if you have a working University vehicle available for use on this trip, but chose to drive your personal car. If yes, reimbursement rate should be at a lower amount. Contact the Travel Office for rate.

Enter the date; location leaving from, city and state; the location driven to, city and state; and the number of miles. A round-trip may be entered on one line as "Hattiesburg to Jackson (RT)." Total the miles driven, and multiply by the official rate for the total reimbursable amount per mile. Mileage reimbursement cannot exceed cost of airline coach ticket.

Visit our web site for official mileage listing. <https://www.usm.edu/procurement-contract-services/official-mileage-listing-and-reimbursement-rate> Be sure to confirm your mileage prior to sending your voucher to avoid an incorrect calculation.

University vehicle expenses (fuel, oil, repairs) will not be reimbursed on travel vouchers. Send an Employee Reimbursement Voucher to A/P to be reimbursed for University Vehicle expenses.

TRAVEL BY PUBLIC CARRIER

The airline passenger receipt (e-ticket) and itinerary for each trip must be attached to the voucher. Attach required airfare cost comparisons to show that you purchased the lowest rate. The least expensive routing should be used. If the flight price is in excess of the lowest rate on the cost comparison, a Waiver must be attached to the voucher to justify using that fare.

Enter the departure date; city departing from and destination city; whether airline, train, or bus; and the total amount of the ticket. All travel by public carrier will be reimbursed at the economy trip fare. Additional costs for seating upgrades, early boarding, blankets/pillow sets are not reimbursable.

OTHER EXPENSES

- Registration Fee- Original receipt, cleared check, credit card statement showing payment
- Rental Car –Itemized receipt (summary statement not allowed)
- Rental Car Fuel- original receipt (no exception)
- Personal Vehicle Fuel- original receipt (no exception)
- Banquet Fee – proof of payment
- Excess Airline Luggage Fee (bag fees) – Airline receipt, credit card statement
- Telephone – must be on hotel bill
- Hotel Internet – must be on hotel bill
- Parking – original receipt

Expenses that do NOT Require Receipts

- Meals, including tips
- Mileage of personal vehicle
- Tips for less than \$10.00
- Taxi-Limousine less than \$10.00
- Parking/Tolls less than \$10.00
- Tips for baggage handling less than \$10.00.

Expenses NOT paid on the travel voucher

- -Dues
- -Abstracts
- -Supplies/purchases to conduct business
- -Mailing
- -Personal Calls
- -ATM Fee

Attach a memo to explain any travel expenses as a result of out of the ordinary arrangements or deviation to policy.

TOTALS AND OTHER INFORMATION

The Travel Voucher is signed by the employee and approved by the next level of supervision. No employee can approve his/her own travel. It is recommended that employees maintain for their own record copies of all receipts and approved travel forms. **MAKE SURE REQUIRED RECEIPTS ARE ATTACHED.** Small receipts should be taped down to a blank sheet of paper. Write your name, destination, and trip date on the paper in case it is separated and staple it to your voucher.

All documentation and attached receipts should be forwarded to University Travel, 118 College Drive #5104.

If an expense is not allowable or is not properly documented, it will be subtracted from the voucher. If expenses are questionable an error sheet will be returned to the traveler for additional information.

SIGNATURES

Certify by signature that the expenses are appropriate business expenses incurred by you on behalf of the University. Certify that you are entitled to reimbursement for the expenses and that they conform to all applicable University policies and procedures. Certify No alcohol or tips in excess of 15% (other than allowable rounding or restaurant imposed amounts on groups) are claimed for reimbursement.

The Penalty for presenting fraudulent claim is a fine of no more than \$250.00; civil liability for the full amount received illegally, and, in addition, removal from office or position held by the person presenting such claim (Section 25-3-45, Mississippi Code 1972).

Visit our web site for Travel Policies and Procedures

<https://www.usm.edu/procurement-contract-services/travel-policies-and-procedures>