# USM Travel Authorization Checklist

<table>
<thead>
<tr>
<th>Employee: ___________________________</th>
<th>Department: ______________________________</th>
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<tbody>
<tr>
<td>Dates of Travel: ______________</td>
<td>Destination: ______________________________</td>
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The following can be used as an interdepartmental guideline to complete your PTT and Travel Voucher. This is **NOT** to be used as a substitute for either the PTT or Travel Voucher.

1. **Pre-Travel:**
   - PTT completed in its entirety
   - PTT approved by correct Budget Authorities
   - Conference literature submitted
   - Include hotel block room rates with PTT (if applicable)

2. **Meals:**
   - Per Diem only allowed with overnight travel
   - Tips do not exceed 20% of the total
   - Meals provided by the conference are not to be claimed
   - Meal rate breakdown of:
     - Breakfast - 20%
     - Lunch - 30%
     - Dinner - 50% being used

3. **Lodging:**
   - Itemized, original hotel receipt shows zero balance due
   - The traveler was charged the State of MS hotel room rate or less. (found on USM Travel website)**
   - Shared hotel rooms are clearly noted in comments section of the PTT
   - Hotel dates and locations coincide with PTT

   **For In-State** travel, please use the government room rates found at [http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877) and provide 2 quotes if the rate is higher than the government rate (per state agency regulations).

4. **Transportation:**
   - Two (2) separate cost comparisons included with the ticket purchase
   - Comparison dates obtained the date tickets are purchased
   - Economy flights being purchased (waiver required, if not)
   - Drive vs. Fly is submitted when traveling via personal vehicle outside of neighboring states

5. **Conference / Event / Seminar Material**
   - Registration pricing and cost confirmation included.
   - ~Conference literature, hotel information, and all supporting documentation need to be submitted one time with the PTT

6. **Return from Travel:**
   - Travel voucher approved by Budget Authorities
   - All original receipts included for reimbursement
   - Submit to Travel via PDF (preferred) or interdepartmental mail
   - Allow 3 full weeks for reimbursements