

## **Travel Reimbursement**

**Summary/Purpose:** Section 25-3-41, Mississippi Code of 1972, establishes guidelines for travel reimbursement of employees of the State of Mississippi, including the University of Mississippi. It also provides that the Fiscal Management Board shall publish rules and regulations that accomplish savings for all expenses authorized under the section.

### **Penalty for Fraudulent Claim**

In accordance with the Mississippi Code of 1972, Section 25-3-45, anyone who knowingly and willfully violates any provisions of the law, is guilty of a misdemeanor. The penalty for conviction is loss of job or position held, a fine of not more than \$250.00, and civil liability for the full amount of the expenses illegally received, allowed, or approved. The person receiving the reimbursement is also liable whether the violation was willful or not.

A university employee should not claim expenses for another university employee.

### **Approvals**

The traveler's department head should approve the completed reimbursement form. Travel reimbursement forms for department heads/chairs must be signed/approved by their dean/administrative head. Travel reimbursement forms for senior management (i.e., vice chancellors) and department heads with a direct reporting line to the Chancellor, must be signed/approved by the Vice Chancellor for Administration and Finance, or his designee. Travel reimbursement forms for the Vice Chancellor for Administration and Finance must be signed/approved by the Chancellor, or his designee. The signatory officer for the account that will fund the travel must also sign the travel reimbursement form.

### **Personal Expenses**

The University will not pay expenses resulting from unofficial stopovers, side trips, personal telephone charges, or any other items of a personal nature.

### **General**

A [Travel Reimbursement Voucher](#) must be completed, approved by the traveler's department head, and sent to the Office of Procurement Services with the following items attached, if applicable:

- Required receipts
- A program brochure from the sponsor of a conference, seminar, or meeting when special lodging or airline rates are provided.
- International Travel receipts must be converted to US dollars on the Travel Reimbursement Voucher and be accompanied by the conversion rate used.
- Expense claims must be itemized under Section A, B, C, D, E, F and G of the Travel Reimbursement Voucher.

## The University of Mississippi

- Travel Reimbursement Vouchers must be signed by the employee and cannot be completed or signed in pencil.
- If the information on the Travel Reimbursement Voucher does not correspond to the approved Travel Authorization (if required), the travel clerk will return the Travel Reimbursement Voucher for clarification.
- If the Travel Reimbursement Voucher is not completed correctly, it will be returned requesting the needed information.

### **Expenses That Require Receipts**

Major expenses incurred while on official travel for the University must be documented with original itemized receipts.

- **Lodging** Express Check-out receipts that do not provide a daily itemized hotel bill are not acceptable documentation for reimbursement.
- **Airplane, train and bus tickets** - Itemized receipt must include departure and destination cities with dates. Proof of payment must be on document.
- **Baggage charges** – Actual cost – original receipt required over \$10.00 per claim
- **Registration fees**
- **Car rental**
- **Taxi or limousine service**, if amount claimed exceeds \$10.00
- **Parking or toll charges**, if amount claimed exceeds \$10.00
- **Gasoline charges**
- **Banquet meals** that cause the total daily meal reimbursement to exceed the maximum daily meal allowance.

### **Expenses That Do Not Require Receipts**

- Meal and meal tips
- Personal vehicle mileage
- Baggage handling – **\$10.00 or less per occurrence**
- Telephone calls - itemized calls on hotel bills must be identified as business calls. Circle the call and write business next to it. Personal calls cannot be claimed on the Travel Voucher.

### **Other Required Documentation**

## The University of Mississippi

A [Waiver Request Form](#) must be submitted to the Office of Procurement Services and approved to request a waiver from any standard travel procedures. The following is a list of possible reasons a Waiver Request Form may be needed:

- Requesting authority to pay an amount greater than the state contract.
- Requesting authority to rent a vehicle with a cost greater than the intermediate size on state contract.
- Requesting authority to purchase vehicle rental insurance.
- Requesting authority to rent a vehicle not on state contract.
- Requesting authority to pay a hotel other than the conference hotel.
- Requesting authority to pay greater than the least expensive cost comparison for airline tickets.
- Requesting authority to purchase business or first class airfare.

Please refer to the [Waiver Request Policy](#) for additional information.