

## **Lodging - Travel**

**Summary/Purpose:** Handling of lodging expenses when in travel status.

All expenses must be necessary and reasonable. Government rates must always be used if it is the lowest rate available. The rate must be confirmed at the time the reservations are made and again at check-in.

All hotel or motel expenses must be documented with a **paid itemized** original bill. An itemized paid receipt is required for lodging booked through the **Internet**. **Express Checkout receipts that do not provide an itemized hotel bill are not acceptable documentation for reimbursement.**

Staying with a relative or friend should be footnoted on the travel reimbursement voucher explaining the absence of a hotel/motel receipt.

Lodging at other than hotels or motels (apartments, dormitories, etc.) may be used when they result in a lower cost. Payment to an individual for staying in a private home is not allowed.

### **In State Lodging**

The State Travel Office maintains an updated agreement with various Mississippi hotels for state employee rates for official business travel. The contract for [hotels/motels](#) is a convenience contract. Employees must always request the state contract rate, and this rate should be confirmed both at the time reservations are made and at check in.

### **Out-Of-State Lodging**

Interstate discounted lodging is frequently available through government rate programs. Often times, major chains will honor these rates. When traveling out of state on official business always request the government rate. The employee's University I.D. card is verification of employment.

### **Lodging Shared With a Family Member**

An employee in travel status, if accompanied by someone who is not an employee of the University on official business (spouse, children, etc.), is entitled to reimbursement at the single room rate. The desk clerk should write the single room rate on the paid bill and sign it; otherwise, the travel clerk will reimburse one-half of the cost of the room.

### **Lodging Shared With Another University Employee**

If a university employee shares a room with another university employee, they should request from the hotel separate invoices at the time they register. If the hotel is not willing to accommodate with separate invoices, then each should pay their portion of the bill and claim only that amount on their reimbursement. Each employee should reference the other employee on their reimbursement and place a copy of the original invoice with the reimbursement voucher.