Travel Reimbursement

Summary/Purpose: Section 25-3-41, Mississippi Code of 1972, establishes guidelines for travel reimbursement of officers and employees of the State of Mississippi, or any department, agency institution, board or commission thereof. 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. One State Employee should not claim expenses for another State Employee.

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 voucher must be completed, approved by the traveler’s direct supervisor, and sent to the travel clerk with the following items attached, if applicable:
* Required receipts
* Copy of the program brochure explaining special room rates or transportation accommodations
Expense claims must be itemized under Section A, B, C, D, E, F and G of the Travel Reimbursement Voucher.
Travel vouchers must be typed or completed in ink and signed by the employee.
If the information on the Travel Voucher does not correspond to the approved Travel Authorization (when one is required), the travel clerk will return the Travel Voucher for clarification.
If the Travel Voucher is not completed correctly, it will be returned requesting the needed information.

Other Required Documentation
Program Brochure from the sponsor of a conference, seminar, meeting, when special lodging or airline rates are provided.
A form WR-3 (Waiver request form) approved by the State Travel Bureau when an airfare higher than the state contract rate is used.
A form WR-3 (Waiver request form) approved by the State Travel Bureau when a rental car rate is higher than the state Contracted Rental car agency

Expenses That Do Not Require Receipts:
1. Meal and meal tips
2. Personal vehicle mileage
3. Baggage handling
4. 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.
Receipts Required
Major expenses incurred while on official travel for the University must be documented original itemized receipts.

Expenses That Require Receipts
1. **Lodging** Express Check-out receipts that do not provide a daily itemized hotel bill are not acceptable documentation for reimbursement.
2. **Airplane, train and bus tickets** - Itemized receipt must include departure and destination cities with dates. Proof of payment must be on document.
3. **Registration fees**
4. **Car rental**
5. **Taxi or limousine service**, if amount claimed exceeds $10.00
6. **Parking or toll charges**, if amount claimed exceeds $10.00
7. **Gasoline charges**
8. **Banquet meals** that cause the total daily meal reimbursement to exceed the maximum daily meal allowance.