

Mississippi University for Women

Travel Authorization and Reimbursement

Indicate how this trip is paid

P card _____

Travel Card _____

Personal Reimbursement _____

I. AUTHORIZATION TO TRAVEL

MUW ID No. _____ Name of Traveler _____

Address _____

Department or Office _____ Budget Organization No. _____

Dates of Travel _____/_____/_____ TO _____/_____/_____

City/State of Travel _____

Purpose of Travel _____

NO Acronyms or Abbreviations – List name of school where recruiting

THIS MUST BE COMPLETED PRIOR TO TRAVELING (See Section X on back for Estimated Costs Worksheet)

Requested by (Traveler): _____ Estimated Costs: \$ _____

Are you requesting a Cash Advance? ____ Yes ____ No How much? \$ _____ Organization# _____

Approved by: _____

Signature (Budget Manager or Budget Manager's Direct Supervisor) _____ Date _____

Please keep copy of your cash advance paperwork to complete when you return from your trip.

Send in the original approved travel form and supporting documents to University Accounting for reimbursement (W-1604)

II. REIMBRUSEMENT

I received a cash of advance of \$ _____ on _____/_____/_____

To be Completed by Traveler		
Line No.	Amount Claimed for Travel	Amount
1.	Subsistence (hotel meals)	
2.	Travel by Private Auto	
3.	Travel by Rental Vehicle (new policy)	
4.	Travel by Public Carrier	
5.	Registration Fee	
6.	Other Travel Costs	
	Total Travel Costs	
	Advance Received	
	Net Reimbursement	

University Accounting Use Only			
Amount Approved for Payment			
Fund	Organization	Account	Amount
Total Travel Costs			
Amt Owed Traveler			

PENALTY FOR FRAUDULENT CLAIM – fine of not more than \$250: civilly liable for full amount received illegally; removal from office or position held (Section 25-1-81 and 25-1-91, MS code Ann. (1972).)

Subject to any differences determined by verification, I certify that the above amount claimed by me for travel expenses, for the period indicated, is true and just in all respects, and that payment for any part has not been received, except for the advance noted above.

Signature of Traveler _____ Date _____

III. APPROVAL FOR PAYMENT

This must be completed before submitting to University Accounting.

Signature of Budget Manager (or Budget Manager's Direct Supervisor) _____

Date _____

*Signing above represents that I have checked this voucher for accuracy.

Table below must be filled in

Fund	Organization	Amount

IV. UNIVERSITY ACCOUNTING OFFICE ACTION

Audited by _____ Date _____
Cashier _____ Amount owed on advance _____

Total check to traveler \$ _____

Line No. 1 - SUBSISTENCE (MEALS & HOTEL EXPENSE)

Date mm / dd	Day of Week	Actual Breakfast Total	Correction	Actual Lunch Total	Correction	Actual Dinner Total	Correction	Actual Cost of Meals	Correction	Daily Meal Per Diem Rate	Hotel Room Cost per night	Daily Total
Total												

Line No. 2 - TRAVEL BY PRIVATE AUTO

Date	From	To	Miles Traveled
Total Miles Traveled			

_____ x _____ = \$ _____

Total miles traveled _____ cents per mile

Line No. 3 - TRAVEL BY RENTAL VEHICLE

Date	From	To	Amount

Travel by Rental Vehicle

NEW RENTAL VEHICLE POLICY

- MUST complete Rental Vehicle Form before reserving vehicle
- Upon rental form approval, must book rental 2 weeks before trip using MUW link
- Contact University Accounting for form and link

Line No. 6 - OTHER AUTHORIZED EXPENSES

Date	Items	Amount
Total Other Expenses		

Line No. 4 - TRAVEL BY PUBLIC CARRIER

Date	From	To	Air	Bus	Rail	Total
Total Travel by Public Carrier						

Line No. 5 - REGISTRATION FEES

Date	Description	Amount
Total Registration Fees		

X. WORKSHEET FOR ESTIMATED COSTS		ESTIMATED COSTS
Airfare \$ _____		\$ _____
Meals (_____ days @ \$ _____ /day)		\$ _____
Lodging (_____ days @ \$ _____ /day)		\$ _____
Registration Fee \$ _____		\$ _____
Rental Car (_____ days @ \$ _____ /day)		\$ _____
Other: _____		\$ _____
		\$ _____
		\$ _____
Total Estimated Costs		\$ _____

Do you have the following?

- 3 signatures on front
- Proof of attendance
- Receipts for items over \$10
- Student list if student(s) went
- Accounting information provided in III Approval
- Rental Form | Flight Comparison