

The following can be used as a guide with completing Travel Authorizations and Reimbursement forms. This is NOT a substitute for following the travel policies on our website. Please see the Travel Section of our website for the current mileage reimbursement and meal per diem rates.

PRE -TRAVEL

- _____ Travel voucher approved by Budget Manager PRIOR to trip
- _____ Travel voucher completed, legible, in ink or typed
- _____ No acronyms | abbreviations were used
- _____ Destination shows city and state
- _____ Section I Travel Authorization is completed in its entirety
- _____ Address where reimbursement should be mailed is legible

LODGING

- _____ Itemized hotel receipt states zero balance/paid in full
- _____ Hotel room shared with another MUW employee is noted
- _____ Hotel dates coincide with travel dates in section I
- _____ Hotel location is in the same city/vicinity as conference
- _____ Hotel receipt shows one guest or there is a justification included if more guests are listed

TRANSPORTATION

- _____ Two, separate flight comparisons are included
- _____ Flying VS Driving comparison (if travel is by private auto outside boarding states of MS)
- _____ Rental car quote if higher mileage rate is requested
- _____ Air fare paid receipts and itinerary attached (receipt MUST show payment method)

MEAL REIMBURSEMENT

- _____ Meal tips not to exceed 20%
- _____ Each meal is to be written in the corresponding date, not lumped in the daily total
- _____ Meal expenses not claimed when meals are offered at conference
- _____ Meal expenses cannot be claimed if no overnight stay occurred
- _____ Daily meal limits do not exceed allowable reimbursement for destination
- _____ International travel, per diem is \$50 per day, per person.

SUPPORTING DOCUMENTATION

- _____ Submit receipt(s) for miscellaneous items over \$10.00
- _____ Group travel provide student list and itemized receipts
- _____ Purpose/ Name of conference, information, name tag
- _____ agenda, or related email to serve as proof of attending. Something is required

UPON RETURN

- _____ Traveler's signature and Budget Manager's final approval signatures are required
- _____ Accounting section III must be completed
- _____ Net Reimbursement should NOT be more than the estimated travel costs
- _____ Return unused cash advance funds to University Accounting
- _____ Proper documentation and receipts are included

University Accounting

- _____ Cash advance received
- _____ Cash advance returned

Travel Auditor | Date