



# Mississippi University for Women Travel Authorization Checklist

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_ Destination: \_\_\_\_\_

The following can be used as a guideline with completing your Travel Authorization and Reimbursement (travel voucher) form. This is not a substitute for following all the policies as outlined in the travel policies and procedures section 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, legibly, in ink or typed
- \_\_\_\_\_ No acronyms/abbreviations are used
- \_\_\_\_\_ Destination should include both city and state
- \_\_\_\_\_ Section I. Travel Authorization is completed in its entirety
- \_\_\_\_\_ Address where reimbursement should be mailed MUST be clearly written in designated area (section I Travel Authorization)
- \_\_\_\_\_ Unused portions of the cash advance was returned to University Accounting with completed travel voucher.

## **LODGING**

- \_\_\_\_\_ Itemized hotel receipt clearly states zero balance/paid-in-full
- \_\_\_\_\_ Hotel room shared with another MUW employee is clearly noted on the hotel receipt or Travel Authorization
- \_\_\_\_\_ Hotel dates coincide with dates listed in Section I of the Travel Authorization
- \_\_\_\_\_ Hotel location is in the same city/vicinity as travel
- \_\_\_\_\_ Hotel receipt specifies that only one person occupied the room or indicates single room rate was applied

## **TRANSPORTATION**

- \_\_\_\_\_ Two, separate air fare cost comparisons are included (if not purchased through state contract travel agency)
- \_\_\_\_\_ Flying VS. Driving comparisons (necessary for personal vehicle travel outside neighboring states of MS)
- \_\_\_\_\_ Denied vehicle request from Resources Management is required in order to receive the higher mileage reimbursement rate
- \_\_\_\_\_ Air fare paid receipts and itinerary attached to travel voucher (receipt MUST show zero balance or payment method listed showing charge)
- \_\_\_\_\_ Dates listed on comparison are before trip and after approval to travel

## **MEAL REIMBURSEMENTS**

- \_\_\_\_\_ Meal tips not in excess of 20%
- \_\_\_\_\_ Meals cannot be claimed for non-overnight travel
- \_\_\_\_\_ Meal expenses not claimed when meals were offered at conference
- \_\_\_\_\_ Daily meal limits do not exceed allowable amount of reimbursement for destination. \*International travel per diem is \$50 per day/per person.

## **CONFERENCE/EVENT/SEMINAR/NETWORKING MATERIAL**

- \_\_\_\_\_ Submit receipt(s) for miscellaneous item(s) over \$10.
- \_\_\_\_\_ Submit supporting documentation showing your attendance for this reimbursement (email, name tag, agenda)
- \_\_\_\_\_ Group travel (Faculty/Staff member traveling with 1 or more students) should include list of all travelers and ALL receipts.  
Receipts must be original and itemized on all expenses (meals, excursions, bus passes etc.)

## **UPON RETURN**

- \_\_\_\_\_ Signatures are provided (Budget Manager pre-approval, Traveler and Budget Manager/Supervisor post-approval.)
- \_\_\_\_\_ Net Reimbursement should NOT be more than Estimated Travel Costs (International Travel)
- \_\_\_\_\_ Organization to be charged must be listed in the Approval for Payment section.
- \_\_\_\_\_ Check for duplicate travel in Banner

\_\_\_\_\_ Email was sent in event errors were detected: \_\_\_\_\_ Date of Audit: \_\_\_\_\_ Travel Auditor: \_\_\_\_\_

Email sent to: \_\_\_\_\_ Reason: \_\_\_\_\_ Date sent to W box: \_\_\_\_\_