

Travel

The Office of Travel is responsible for the approval of all Travel Itineraries, Airline Reservation, Advances for student travel, and reimbursement of employees, students & non-employee as it relates to Travel in Compliance with all applicable federal, state & university guidelines.

Rules & Regulations

Itineraries

Itineraries must be submitted at least two weeks prior to date of the proposed trip noting approval signatures of both the Department Head and the Vice President before approval of the Travel Coordinator. Requisition for Airline Ticket must have a copy of the Travel itinerary/Travel Advance form & Itinerary from Travel Agency attached.

Requisitions

Requisitions for registration must have registration form attached. Requisitions for purchase orders for hotel bills for employees

Mileage

Effective February 1, 2007, the new State mileage for personal automobile use is 0.505¢ per mile.
www.gsa.gov/mileage

Rental Car:

Rental Cars used for State business within the state of Mississippi are contracted through Enterprises Rent-A-Car {ID#-TL7970}.

Rental Cars used for out of state business are contracted through Budget Rent-A-Car {ID#-T243900}.

Daily Meal Reimbursement: Rates are as follows:

- All areas except high cost \$31.00 per day (State MS per diem for \$31.00 with the exception of MS Gulf Coast)
- Varies as follows

Federal Register <u>Max per Diem Rate</u>	State <u>Reimbursement</u>
\$0 – \$99	\$31.00
\$100 – \$124	\$36.00
\$125 – \$149	\$41.00
\$149 and above	\$46.00

www.gsa.gov/perdiem

A complete travel package would include:

1. A completed, signed travel itinerary
2. A completed, signed requisition for the purchase of airline tickets and/or the payment of registration fees.
3. Upon return, a completed travel reimbursement voucher with all receipts attached for verification.

To view the Federal Register go to:

www.policywork.gov/org/main/mt/homepage/mt/perdiem/perdo4d.html

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