**Travel Quick Tips**

* Pier diem is currently $41.00/day - $56/day(high-cost areas)
	+ [http://](http://www.dfa.state.ms.us/Purchasing/Travel/convertedrates.pdf)[www.dfa.state.ms.us/Purchasing/Travel/15convertedrates.pdf](http://www.dfa.state.ms.us/Purchasing/Travel/15convertedrates.pdf)
	+ Foreign Per diem rates can be obtained from the following website: <http://aoprals.state.gov/web920/per_diem.asp>
	+ Effective immediately, for conferences and professional meetings, etc.  where meals are inclusive,  agendas are required to denote which meal(s) are needed for reimbursement purposes.  If a traveler opts out of a planned meal(s), a statement of justification is required. Use the following breakout for daily per diem rates.
		- Breakfast               (20%)
		- Lunch                    (29%)
		- Dinner                    (51%)
* Mileage rate -currently, the State will reimburse mileage at a rate of 0.575 per mile
* Advances - Travel advances are only allowed for
	+ Recruitment
	+ Athletics
	+ Student-Related Travel
	+ International Travel
* Approval signatures - Travel Expense reports must have the approval signatures of the ***traveler and forwarded to the immediate supervisor and funding source for approvals***
* Airline ticket quotes – not mandatory to use state approved travel agency
	+ Option 1 -get flight itinerary from Travel Agency attach
	+ Option 2-obtain 2 quotes from competing airlines, choose lowest fair
* Travel Office Contact Info
	+ Ms. Stephanie Weekly
		- Phone: 601-979-0699, email: Stephanie.Weekly@jsums.edu, fax: 601-979-9310
	+ Ms. Renee Catchings
		- Phone: 601-979-0869, email: Renee.Catchings@jsums.edu, fax 601-979-9310

\*\*\*Note: Please review the JSU Travel Policies and Procedures manual on line at [h http://www.jsums.edu/finance/purchasing-and-travel/](http://www.jsums.edu/businessfinance/universitysss.html)

***\*\*\*All travel reimbursement receipts must be uploaded to the Travel Expense Report using the Banner Document Management System. \*\*\****