



Blanket Travel Instructions

Updated 10/13/2022

Blanket travel is for employees that travel frequently within the State for a single, dedicated business purpose. The costs incurred are reimbursable to the employee only – no use of BTA card, travel advances or pre-paid. If you need to use these payment methods, complete a regular travel request form.

The blanket travel request may be executed for a maximum period of three months. Should the approved funds be depleted before the period is over, additional approvals are required from all parties to add funds.

TRAVEL REQUEST Instructions

1. Use the BLANKET Travel Request Form.
2. Describe the business purpose as specifically as possible.
3. List the date range for no more than 3 months.
4. List a reasonable, ample amount of funds to cover the period.
 - a. Make sure to list a specific amount for each type of purchase: meals, lodging, mileage and other as needed. **These amounts can not change once the travel request is finalized.**
5. Attach an itinerary of the trips planned for the period. This doesn't have to be an all-inclusive list, however, justifies the request and provides rationale for the amount of funds requested.
6. The resulting PO# will be reported to the traveler at the time the Travel Office conveys the approved request. **The traveler must reference this number on all reimbursement requests.**

TRAVELING BY CAR:

1. Check with JSU Transportation (Allyson.e.berry@jsums.edu) to see if a vehicle is available.
 - a. If a vehicle is available, but you would prefer to take your personal vehicle, your mileage reimbursement rate is 22 cents per mile.
2. If a vehicle is not available from JSU Transportation:
 - a. Drive personal vehicle, mileage reimbursement rate is 62.5 cents per mile. (No gas receipts accepted.)
 - b. Rent a vehicle from the state contract. Submit gas receipts on the reimbursement request.

USING THE STATE CONTRACT FOR ENTERPRISE RENTAL

Reserve with this link: [Select Vehicle Class \(enterprise.com\)](#)

Enter this in the *Corporate Account Number* field: **XZ55012** - this will tether the rental to the state contract - make sure it says **State of Mississippi** on the next screen.

AFTER TRAVELING – CLAIM YOUR REIMBURSEMENT WITH REGULAR FREQUENCY

This is important because expenditures recognized in the period they occur is critical to managing budget and reporting.

REIMBURSEMENT REQUEST Instructions

1. Use the BLANKET Travel Reimbursement Form.
2. List each day of travel on a separate row. If a trip lasts more than one day, use one row for each day of the trip so that mileage and meals can be calculated for each day of travel.
 - a. List both the destination and title of the event. Do not include additional information about the event. Each trip must be anchored to the business purpose stated on the travel request.
 - b. **Only** if your trip included an overnight stay, list the daily per diem. That rate for October 1, 2022 - September 30, 2023 is \$46 per day throughout MS except Southaven, Oxford and Starkville where its \$51 per day. You are not required to submit food receipts; however, reimbursement can be only for actual costs incurred.
 - c. If your trip included an overnight stay, list the cost of the lodging for that night. All lodging receipts must be included with the reimbursement request. The room must be listed in the traveler's name.
 - d. List all miles driven that day for the business purpose.
 1. Enter the mileage rate based on your trip's circumstances.
3. 'Save As' and choose a PDF format. Once saved as a PDF, open Adobe DC and add your signature as a traveler then re-save with the following naming protocol:
 - a. **REIMB LastName_FirstName_BLANKET_Month_Year**
 - b. Email to your approver.
4. The traveler must submit the reimbursement request at least monthly.

Contact the Office of Purchasing and Travel with Questions at:

601-979-0978 or 601-979-0695

travel@jsums.edu