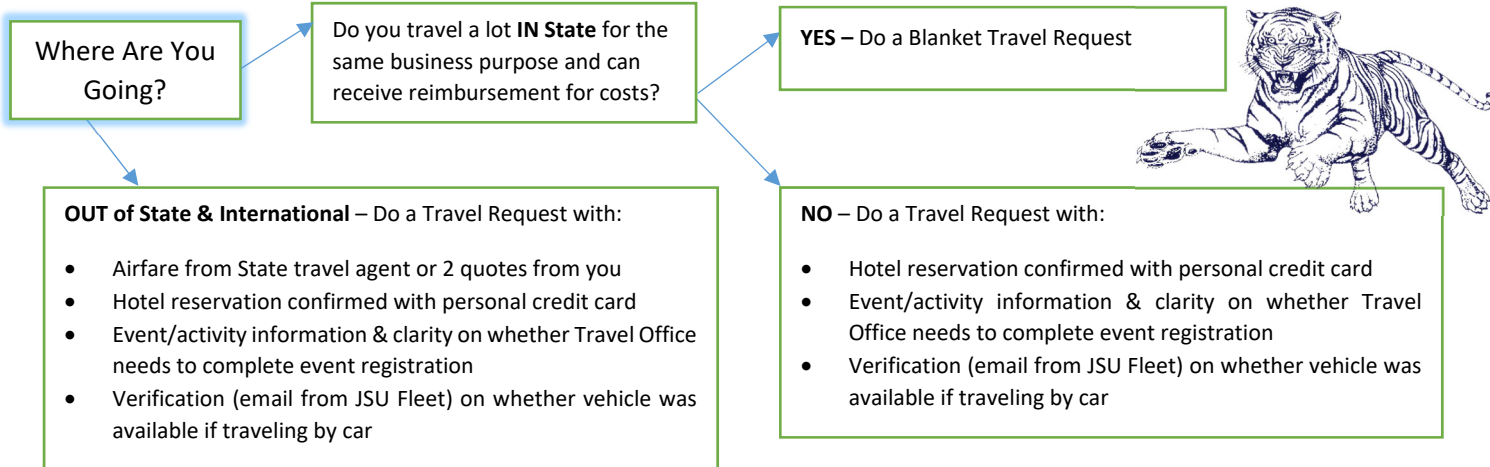


START HERE How to Travel on JSU Business (Updated 11.12.22)



HELP THE APPROVALS PROCESS by monitoring the routing of documentation. Check with the Travel Office to verify receipt and work backwards to check with each approver to locate if needed.

Work with the Travel Office to finalize purchases. Approval will be needed for costs that increase so be sure to complete the Travel Request with enough funds.

DEADLINE: Travel Requests Must Be Received in the Travel Office at least 2 weeks before IN State and 1 month before OUT of State and International Travel. Allow an additional 2 weeks for approvals routing.

Are You Sponsoring Postgraduates or Accompanying Undergraduates?

Include in your Travel Request a roster of names & J#s, Page 1 of the Student Travel Request Authorization and all of their travel reservation details.

Call the Travel Office at 601-979-0978 or email travel@jsums.edu with questions or if you require assistance during your trip.

AFTER TRAVEL – WELCOME BACK!

TRAVELING BY CAR: Check with JSU Transportation to see if a vehicle is available.

- If a vehicle is available, but you prefer to take your personal vehicle; mileage reimbursement rate is 22 cents per mile.
- If a vehicle is not available:
 - Drive your personal vehicle; mileage reimbursement rate is 62.5 cents per mile.
 - Rent a vehicle from state contract. Submit gas receipts on the reimbursement request.

STATE CONTRACT - Reserve with this link: [Select Vehicle Class \(enterprise.com\)](https://enterprise.com)
Enter **XZ55012** in the **Corporate Account Number** field. Verify the next screen says “State of Mississippi.”

Within 1 Week of return do the Reimbursement Request Form with:

- Receipts for JSU credit card expenditures (hotel, etc.)
- Receipts >\$10 for out of pocket expenditures
- Conference / event literature
- Receipt from Business Office showing payback of unused Travel Advance funds
- Per Diem doesn't require receipts BUT report only actual expenditures
- Google Maps (Summary Page Only) of travel by car if claiming mileage

DO NOT include bank or credit card statements as proof of expenditures – only receipts are acceptable