



How to Travel on Jackson State University Business

Hello, welcome to Jackson State University's Travel Department! We are here to assist with your travel needs. Here's a step by step process to follow so your travel experience is seamless!



Step 1: Request all quotes needed for your travel needs.

Request quotes for airfare, hotel, and out-of-state car rental needs from Travel Leaders. (See contact information below). Please copy travel@jsums.edu when requesting quotes from Travel Leaders. Travel Leaders will email the quotes back to you and copy the JSU Travel Team as well.

IF TRAVELING BY VEHICLE

Contact Allyson Berry with JSU Transportation to check availability prior to utilizing your personal vehicle (allyson.e.berry@jsums.edu 601-979-0763).

Travel Leader's Contact Number

Amber Gregory (Group Travel 10 or more travelers) 901-507-8463 agregory@travelleaders.com

Lori Spangler (Individual Travel) 901-507-8469 lspangler@travelleaders.com

Kelli Williams (International Travel) 901-507-8466 kwilliams@travelleaders.com

****Please note: Travel Leaders will not hold any Airfare, Car Rentals, or Hotel Quotes ****

This is why it is critical that the traveler tracks their travel request through the entire approval process to make sure that the final executed document is received by the JSU Travel Department to ensure prompt booking.



Step 2: Complete a travel request form.

PLEASE USE LINK BELOW:

[Travel Request Form](#)

Once you have received all of your quotes for your travel expenses, please complete your Travel Request Form with the quoted amounts. Please put amount in appropriate column based on your funding source. A fully executed travel request includes all appropriate signatures. *If you have questions about completing your travel request form, please contact the Travel Department (travel@jsums.edu or 601-979-0869).*



Step 3: Email your fully executed Travel Request and attached all supporting documentation*.

*This would include quotes from Travel Leaders for airfare, hotel, and rental car as well as registration fees and other estimated fees for luggage and ground transportation, e.g.: Uber, Lyft, taxi.

Email all documents to the JSU Travel Department at travel@jsums.edu.

If necessary, JSU Travel will reach out to Travel Leaders for a re-quote prior to the final trip approval. An **APPROVAL** email will be sent to Travel Leaders by the JSU Travel Team. Travel Leaders will then issue the finalized itinerary and email the traveler and the JSU Travel Department.

WELCOME BACK FROM YOUR DESTINATION



Step 4: Complete After Travel Documents

**** ALL POST TRAVEL DOCUMENTS NEED TO BE COMPLETED WITHIN 10 CALENDAR DAYS OF RETURNING FROM YOUR TRIP. ****

A. **Hotel Folio**

*Email final hotel receipt reflecting payment to travel@jsums.edu. Include traveler name, destination and travel dates in email subject line.

B. **Travel Reimbursement Form**

*If you have any out of pocket expenses during your travel that are reimbursable, please complete a travel reimbursement form.

PLEASE USE LINK BELOW:

[Travel Reimbursement Form](#)

C. **Travel Advance Reconciliation**

If the Traveler received a Travel Advance [Travel Advance Form](#) prior to their trip and have funds left over, a Cashier Report will need to be completed and submitted to the Business Office for final approval. You can find the Cashier Report here: [Cashier Daily Report](#). The Business Office Cashier will provide a

receipt for the returned funds to turn in with your Travel Advance form along with your receipts. Once you have turned in all documentation, the Travel Department will verify that all the receipts from the Business Office and the receipts from the Traveler's trip equal to the amount of the original Travel Advance. This will then be processed in the Journal Voucher. Once the Travel Advance is processed and completed, a zero balance will be notated on the traveler's account.

ALL RECEIPTS FOR YOUR TRAVEL ADVANCE WILL NEED TO BE TURN IN TO THE TRAVEL DEPARTMENT.

If all Travel Advance funds are used, the traveler will complete the Travel Advance form and attach all receipts for processing. This form is submitted to our Travel Department who will verify that all receipts equal the amount of the Travel Advance. Once this information is verified, the Travel Department will record an entry for the amount of the trip receipts in the JSU Journal Voucher.

Travel Forms Links

[Travel Request Form](#)—Travel Request Form

[Travel Reimbursement Form](#) – Travel Reimbursement Form

[Travel Advance Form](#)– Travel Advance Form

[Cashier Daily Report](#)-- Cashier Report

For additional questions and help with your travel, please contact the Travel Department. We are here to assist with your travel needs at JSU!

Contact Information for Travel

Yolanda Howard: **Travel Coordinator** 601-979-0869 travel@jsu.edu

Vernea Weathers: **Special Projects Coordinator** 601-979-0695 vernea.w.weathers@jsu.edu

Kimberly Harris: **Director of Procurement Services** 601-979-0978 kimberly.r.harris@jsu.edu