

Travel Training

Yulanda Wesley

Director of Payroll, Travel and Property

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

October 4, 2023



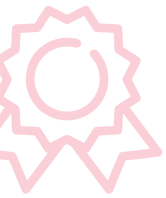
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



- Introductions
- State Requirements-Department of Finance and Administration's (DFA) Official Rules
- Agency Requirements – MDE's Official Rules
- Travel Authorization
- Travel Advance
- Travel Voucher
- Travel Checklist
- Questions

The traveler must follow the rules in travel manual:

- Daily meal rates (Tips cannot be more than 20% and meals included as part of a conference registration fee is not reimbursable)
- Government rates for hotels (Receipts showing a zero balance)
- If using an online booking tool, two quotes are required if the hotel rate is more than the government rate.
- Mileage reimbursement rates

DFA's travel manual can be found at:

<https://www.dfa.ms.gov/travel>

The travel authorization & travel voucher require division approval.

A travel authorization is required for all travel (in-state & out-of-state).

A copy of the approved travel authorization must be sent to Accounts Payable (accountspayable@mdek12.org) to ensure timely processing of direct bill payments (rental vehicles, airline tickets and hotels).

Overnight lodging is allowable if traveling more than 75 miles one way.

A printout of mileage calculation is required for 100 miles or more.

The traveler must use direct billing, the closest location and mid-sized vehicles when renting a car.

MDE's travel policy can be found at:

https://www.mdek12.org/sites/default/files/documents/Human%20Resources/mde_travel_policy_20220426.pdf

When overnight travel is involved, the following meals are allowable:

- Breakfast meal (When departure time is prior to 6:00 a.m.)
- Lunch meal (When departure time is prior to 11:00 a.m. and return is after 2:00 p.m.)
- Dinner meal (When employee returns later than 8:00 p.m.)

Early departure or late arrival must be notated on the travel voucher.

Out-of-state travel requires the following documentation:

- Travel authorization (Signed by Supervisor, Chief of the Department and State Superintendent of Education)
- Registration information that list the name of the hotel and hotel rate
- Flight itinerary
- Agenda
- Receipts for other authorized expenses over \$10.00

The following sections must be completed:

- Travel type
- To be completed by traveler
- To be completed by agency
- Payment information
- Estimated cost and actual cost

Example of Travel Authorization

Form 13.20.20
Revised 09/2012

TRAVEL AUTHORIZATION

In-State☒ Out-of-State☐ Out-of-Country☐ Travel Advance☐ PTE Authorized☐

TO BE COMPLETED BY TRAVELER

Name: Alice White

Title: Payroll Accountant

Agency Name: MS Department of Education

Division Name: Office of Accounting

Travel Date From: 08/22/2023 To: 08/23/2023

Destination(s): Gulfport, MS

Conference/Meeting Name: Payroll Seminar

Purpose of Travel: To attend the payroll seminar in order to gain a better understanding of new payroll rules and regulations

Travel Advance Amount: Prior to Trip Expense Authorized: Yes☐ No☒

Total Estimated Cost: 313.39 Fund Source: General or Special Complete Payment Info below, if known.

Total Actual Cost: 306.59 Difference in Estimated and Actual Cost: -6.80

Signature: Alice White Date: 08/18/2023

TO BE COMPLETED BY AGENCY / INSTITUTION
(As required by individual Agency / Institution)

Funds Certification: Angela Hall Title: Payroll Director Date: 08/18/2023

Division Approval: Charles Brown Title: Director of Accounting Date: 08/18/2023

Division Approval: Title: Date:

Agency Approval: Title: Date:

(State Superintendent for OUT of STATE ONLY)

TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION
For Travel Outside the Continental U. S.

Budget Analyst Fund Certification: Date:

DFA Executive Director Approval: Date:

TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION
For Excess Expenses Incurred on Travel Outside the Continental U. S.

Budget Analyst Fund Certification: Date:

DFA Executive Director Approval: Date:

PAYMENT INFORMATION

SAAS Agency #: 201 Activity: EA05 Trip #:

SPAHRS Agency #: 0201 Org: 3201 Cat: A844

Fund #: 2201 Sub Org: Proj:

Form 13.20.20

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INSTRUCTIONS FOR TRAVEL AUTHORIZATION

1. A separate form must be completed for each traveler and travel type (e.g., in-state, out-of-state, out-of country).

2. Complete all applicable items and obtain approval PRIOR to commencing travel.

3. All travel outside the continental limits of the United States must be approved by the Department of Finance and Administration prior to departure. Travel to Alaska no longer requires such approval, but travel to Hawaii or Puerto Rico does.

4. If actual expenses exceed the estimated expenses on travel outside the continental limits of the United States, the original form shall be resubmitted showing the excess charges and again approved by the Department of Finance and Administration.

5. Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.

6. The travel advance should include travel related costs paid by the traveler, not expenses paid directly by the agency (e.g. pre-paid registration, travel account charges). If an advance is not settled within 10 working days after the end of the month in which travel is completed, the traveler's paycheck WILL be held until the debt to the State is resolved. Only two outstanding advances are allowed at any time. Additional advances require DFA approval.

7. The Prior to Trip Expense authorization is granted for any lodging or public transportation purchases to be paid by the traveler prior to traveling.

8. A copy of this approved form along with supporting documentation must be submitted with the travel voucher form 13.20.10 in order to receive reimbursement.

9. For detailed line instructions, see MAAPP manual section 13.20.20.

WORKSHEET

	Estimated Cost	Actual Cost
Airfare	\$	\$
Meals (2 Days @ \$ 46 / Day)	\$ 92.00	\$ 71.00
Lodging (Days @ \$ / Day)	\$ staying with relative	\$
Registration Fee	\$	\$
Rental Car (Days @ \$ / Day)	\$	\$
Mileage: 338 miles @ .655	\$ 221.39	\$ 221.39
Other: tips	\$	\$ 14.20
	\$	\$
	\$	\$
Total	\$ 313.39	\$ 306.59

The following sections must be completed:

- Travel type
- To be completed by traveler
- To be completed by agency
- Payment information
- Estimated cost and actual cost

To calculate the amount of the advance request, the traveler should take into consideration the cost of meals, lodging, taxi fares and tips. The travel advance should not include expenses paid directly by the agency.

The travel voucher prepared to clear the travel advance should not include other travel.

The travel advance must be submitted to Accounting 15 days before travel.

The traveler can only have two outstanding travel advances at one time.

The travel advance must be settled within 10 working days after the end of the month in which travel was completed.

Example of Travel Advance

Form 13.20.20
Revised 09/2012

TRAVEL AUTHORIZATION

In-State

☒

Out-of-State

☐

Out-of-Country

☐

Travel Advance

☒

PTE Authorized

☐

TO BE COMPLETED BY TRAVELER

Name

Alice White

Title

Payroll Accountant

Agency Name

MS Department of Education

Division Name

Office of Accounting

Travel Date From

08/22/2023

To

08/23/2023

Destination(s)

Gulfport, MS

Conference/Meeting Name

Payroll Seminar

Purpose of Travel

To attend the payroll seminar in order to gain a better understanding of new payroll rules and regulations

Travel Advance Amount

110.40

Prior to Trip Expense Authorized: Yes

☐

No

☒

Total Estimated Cost

313.39

Fund Source: General or Special

Complete Payment Info below, if known.

Total Actual Cost

Difference in Estimated and Actual Cost

Signature

Alice White

Date

08/01/2023

TO BE COMPLETED BY AGENCY / INSTITUTION
(As required by individual Agency / Institution)

Funds Certification

Angela Hall

Title

Payroll Director

Date

08/01/2023

Division Approval

Charles Brown

Title

Director of Accounting

Date

08/01/2023

Division Approval

Title

Date

Agency Approval:
(State Superintendent for OUT of STATE ONLY)

Title

Date

TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION
For Travel Outside the Continental U. S.

Budget Analyst Fund Certification

Date

DFA Executive Director Approval

Date

TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION
For Excess Expenses Incurred on Travel Outside the Continental U. S.

Budget Analyst Fund Certification

Date

DFA Executive Director Approval

Date

PAYMENT INFORMATION

SAAS Agency #

201

Activity

EA05

Trip #

SPAHRS Agency #

0201

Org

3201

Cat

A844

Fund #

2201

Sub Org

Proj

Form 13.20.20

Page 2 of 2

INSTRUCTIONS FOR TRAVEL AUTHORIZATION

1. A separate form must be completed for each traveler and travel type (e.g., in-state, out-of-state, out-of country).

2. Complete all applicable items and obtain approval PRIOR to commencing travel.

3. All travel outside the continental limits of the United States must be approved by the Department of Finance and Administration prior to departure. Travel to Alaska no longer requires such approval, but travel to Hawaii or Puerto Rico does.

4. If actual expenses exceed the estimated expenses on travel outside the continental limits of the United States, the original form shall be resubmitted showing the excess charges and again approved by the Department of Finance and Administration.

5. Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.

6. The travel advance should include travel related costs paid by the traveler, not expenses paid directly by the agency (e.g. pre-paid registration, travel account charges). If an advance is not settled within 10 working days after the end of the month in which travel is completed, the traveler's paycheck WILL be held until the debt to the State is resolved. Only two outstanding advances are allowed at any time. Additional advances require DFA approval.

7. The Prior to Trip Expense authorization is granted for any lodging or public transportation purchases to be paid by the traveler prior to traveling.

8. A copy of this approved form along with supporting documentation must be submitted with the travel voucher form 13.20.10 in order to receive reimbursement.

9. For detailed line instructions, see MAAPP manual section 13.20.20.

WORKSHEET

Estimated Cost

Actual Cost

Airfare

\$

\$

Meals (2 Days @ \$46 / Day)

\$

92.00

\$

Lodging (staying with relative Days @ \$ / Day)

\$

\$

Registration Fee

\$

\$

Rental Car (Days @ \$ / Day)

\$

\$

Mileage: 338 miles @ .655

\$

221.39

\$

Other: tips

\$

18.40

\$

\$

\$

Total

\$

313.39

\$

When completing travel vouchers, include the following:

- Name, address, PID number, PIN number, last 4 digits of SSN
- Dates of travel not city
- Account codes (SPAHRs codes and/or internal order)
- Check employee type
- All approval signatures
- Date, purpose, points of travel (physical address not city, county, or school) and miles
- Amounts for meals, hotel and other authorized expenses (if allowable)

Traveler should email all travel vouchers and travel advances to the travel email (payrolltravel@mdek12.org).

- Include all supporting documentation and receipts

Travel vouchers must be submitted within 10 days following the end of travel.

- Monthly travel vouchers must be submitted within 10 days following the end of the month

13

Form 13.20.10		Itemized Statement of Travel Expense		SPAHRS Ag #: 0201	Name: Alice White				PID#: AW567890			
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Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses		
										Item	Amount	
Non-Taxable Meals												
8/22/2023	To gain a better understanding of new payroll rules and regulations	115 Woodsong Way, Terry to 100 Perry St, Gulfport to 2302 E Pass Rd, Gulfport	169.00		12.00	34.00	46.00	46.00		*stayed with relative	tips	9.20
8/23/2023	To gain a better understanding of new payroll rules and regulations	2302 Pass Rd, Gulfport to 100 Perry St, Gulfport to 115 Woodsong Way, Terry	169.00	10.00	15.00		46.00	25.00			tips	5.00
Total			338.00	10.00	27.00	34.00		71.00				14.20

Taxable Meals												
Total												
		Overall Total Miles Calculated	338.00									
		Mileage Reimbursement Rate	0.655	(\$0.655 if no state vehicle available; \$0.22 if state vehicle is available)								
		Total Mileage Dollar Amount-Non Taxable	221.39									

Example of Travel Voucher with Rental Car

Form 13.20.10
Revised 01/2023

2023 TRAVEL VOUCHER

State of Mississippi: MS DEPARTMENT of EDUCATION
(Agency or Institution)

Employee SSN (Last 4): 1234 PIN/WIN: 6
Please Note: Employee SSN is optional. Only utilize if requested by agency.

Name: Alice White PID#: AW567890

Address: 120 Woodsong Way, Terry MS, 39170

Check One:
Employee ☒
Contract Worker ☐
Board Member ☐

☐
☐

☐
☐

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from August 21, 2023 to August 24, 2023. The itemized statement follows.

Check Box(es):

In-State	<input checked="" type="checkbox"/>	Out-of-State	<input type="checkbox"/>	Out-of-Country	<input type="checkbox"/>	PTE Request	<input type="checkbox"/>
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Prior to Trip Expenses (PTE) Request:

Lodging	
Public Carrier	
Registration	
Payment Information (Traveler complete, if known)	
Trip #	
Travel Voucher #	
SAAS Ag #	
SPAHRS Ag #	0201
Fund #	2201
Activity / Location	EA05
Org / Sub Org	3201
Rpt Category	A844
Project / Sub Proj	

Per Diem in Lieu of Subsistence	
Taxable Meals	
Non-Taxable Meals	71.00
Lodging	
Registration	
Total Rental Cost	
Travel in Private Vehicle	13.10
Travel in Rented Vehicle	
Travel in Public Carrier	
Other:	49.20
Sub Total	133.30
Less: Travel Advance	
Less: PTE Lodging	
Less: PTE Public Carrier	
Less: PTE Registration	
Net Payment (Overpayment)	\$133.30

Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Traveler: Alice White

Approved by: Charles Brown

Verified by: Angela Hall

Title: Payroll Accountant Date: 08/25/2023

Title: Director of Accounting Date: 08/25/2023

Title: Payroll Director Date: 08/25/2023

PENALTY FOR FRAUDULENT CLAIM - fine of not more than \$250; civilly liable for full amount received illegally; removal from office or position held (Section 25-1-81 and 25-1-91, Miss. Code Ann.-1972)

Form 13.20.10


Itemized Statement of Travel Expense

SPAHRS Ag #: 0201

Name: Alice White

PID#: AW467890

Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses
										Item Amount
Non-Taxable Meals										
8/21/2023	To pick up rental car	115 Woodsong Way, Terry, MS to 10 Airstream LN, Byram, MS	10.00							
8/22/2023	To gain a better understanding of new payroll rules and regulations	115 Woodsong Way, Terry, MS to 100 Perry St, Gulfport, MS to 2302 E Pass Rd, Gulfport, MS (169 miles)			12.00	34.00	46.00	46.00	*stayed with relative	tips 9.20
8/23/2023	To gain a better understanding of new payroll rules and regulations	2302 Pass Rd, Gulfport, MS to 100 Perry St, Gulfport, MS to 115 Woodsong Way, Terry, MS (169 miles)		10.00	15.00		46.00	25.00		tips 5.00
8/24/2023	To drop off rental car	10 Airstream LN, Byram, MS to 115 Woodsong Way, Terry, MS	10.00							gas 35.00
Total			20.00	10.00	27.00	34.00		71.00		49.20
Taxable Meals										
Total										
			Overall Total Miles Calculated	20.00						
			Mileage Reimbursement Rate	0.655	(\$0.655 if no state vehicle available; \$0.22 if state vehicle is available)					
			Total Mileage Dollar Amount-Non Taxable	13.10						



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TRAVEL CHECKLIST

FRONT OF TRAVEL VOUCHER

- ____ Name agrees with PID
- ____ Name agrees with PIN/WIN (Circle and Print)
- ____ Home address printed *(physical address)*
- ____ Date is actual dates of travel **not** a place.
- ____ Accounting Block lists correct Budget Codes *(Include the Internal Order Number in the Reporting Category section as well)*
- ____ Availability of Funds *(Program Office to Review prior to approval for payment)*
- ____ All signatures applied for Travel Reimbursement *(Include signatures, titles, and dates)*

BACK OF TRAVEL VOUCHER

- ____ Actual dates traveled recorded
- ____ Purpose of Travel listed
- ____ Points of Travel listed: Physical Address (**NOT** City, Town, School or County)
- ____ Printout of calculation of total miles traveled from site used
- ____ Mathematical Correctness checked

RECEIPTS

- ____ Hotel / Motel receipt has zero (\$ 0.00) balance.
- ____ Hotel / Motel receipt has name and address of Hotel / Motel.
- ____ Receipts (baggage, taxi, buses, etc.) attached **if** over \$10.00.
- ____ If a rental was used, include gas receipts if claiming reimbursement.

OTHER

- ____ If applicable, "Early Departure" (Before 6 AM first day) or "Late Arrival" (After 8 PM on last day) is footnoted.
- ____ If applicable, when Lodging is with friend or relative, it is footnoted but **not** reimbursable.

- ____ If applicable, when two or more employees share Lodging, separate receipts showing Pro-Rata Share is attached.
- ____ If applicable, Travel Authorization Form, Airline Itinerary, and Conference Information must accompany Out-of-State Travel Voucher (agenda and registration information).

Note the following:

- **For Travel Advances, please submit timely to allow for processing. Upon return, please submit your completed travel voucher with all support documentation, and payment of refund (if applicable).**
- **Please allow 10 days after receipt into the Office of Accounting for processing.**

Checked by: _____
Date: _____





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Property

ywesley@mdek12.org

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