Mississippi Department of Education
Travel Training

Yulanda Wesley
Director of Payroll, Travel and Property
601-359-3074 or ywesley@mdek12.org
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
MISSISSIPPI STATE BOARD OF EDUCATION

STRATEGIC PLAN GOALS

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

4. Every School Has Effective Teachers and Leaders

5. Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes

6. Every School and District is Rated “C” or Higher
Agenda

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

The traveler must follow the rules in travel manual:

- Daily meal rates (Tips cannot be more than 20%)
- Receipts for hotels showing zero balance
- Mileage reimbursement rates

A trip optimizer must be completed before traveling if travel exceeds 100 miles a day.

The traveler must be reimbursed at the lowest cost.
- Personal vehicle cost must not exceed rental cost
- Rental must be at the state rate

DFA’s travel manual can be found at:
MDE’s Official Rules

The travel authorization & travel voucher require division approval.

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

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

A printout of mileage calculation and GasBuddy are required when completing a trip optimizer.

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:
Example of Travel Authorization

**TRAVEL AUTHORIZATION**

In-State [ ] Out-of-State [ ] Out-of-Country [ ] Travel Advance [ ] PTE Authorization [ ]

**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:** 06/08/2020  
**To:** 08/08/2020  
**Destination:** Gulfport, MS

**Conference/Meeting Name:** Payroll Seminar

**To gain a better understanding of new payroll rules and regulations**

**Travel Advance Amount:** [ ] Prior to Trip Expense Authorization: Yes [ ] No

**Total Estimated Cost:** 223.90

**Fund Source:** General or Special  
**Complete Payment Info Below:** [ ] Reason

**Total Actual Cost:** 198.70  
**Difference in Estimated and Actual Cost:** -25.20

**Signature:** Alice White  
**Date:** 07/06/2020

**TO BE COMPLETED BY AGENCY/INSTITUTION**

(As required by individual Agency/Institution)

**Funds Certification:**  
**Title:** [ ]  
**Date:** 1/30/2020

**Division Approval:**  
**Title:** [ ]  
**Date:** [ ]

**Division Approval:**  
**Title:** [ ]  
**Date:** [ ]

**Agency Approval:**  
**Title:** [ ]  
**Date:** [ ]

**Finance Department for Out of State Only**

**TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION**

**For Travel Outside the Continental U.S.**

**Budget Analyst/Payroll Certification:** Date: [ ]

**DOE 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/Payroll Certification:** Date: [ ]

**DOE Executive Director Approval:** Date: [ ]

**PAYMENT INFORMATION**

**SAME Agency #:** [ ]  
**Activity #:** [ ]  
**Sub-Dept #:** [ ]

**SPARTS Agency #:** [ ]  
**Org #:** [ ]  
**Cost #:** [ ]

**Date:** [ ]

**INSTRUCTIONS FOR TRAVEL AUTHORIZATION**

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

2. Complete all applicable items and obtain approval PERS and in your home state.

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 to 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 amended showing the excess charges and again approved by the Department of Finance and Administration.

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

6. The travel advance should include travel-related costs paid by the traveler and expenses paid directly by the agency (e.g., pre-paid registration, travel account charges). If an advance is not used within 10 working days after the end of the months in which travel is completed, the traveler’s paycheck WILL be held until the balance in the Stare is refunded. Only two outstanding advances are allowed at any time. Additional advances require DOE approval.

7. The Pre-trip Expense Authorization is granted for any lodging or public transportation purchases to be paid by the traveler prior to leaving.

8. A copy of this approved form along with supporting documentation must be submitted with the travel voucher form 13.28.10 in order to receive reimbursement.

9. For detailed instructions, see MAAP manual section 13.28.20.

**WORKSHEET**

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline</td>
<td>$92.00</td>
<td>$71.00</td>
</tr>
<tr>
<td>Meals (2 Days @ $46/Day)</td>
<td>$92.00</td>
<td>$71.00</td>
</tr>
<tr>
<td>Lodging (5 Days @ $34/Day)</td>
<td>$170.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Rental Car (3 Days @ $34/Day)</td>
<td>$102.00</td>
<td>$102.00</td>
</tr>
<tr>
<td>Mileage (20 miles @ $.57)</td>
<td>$11.50</td>
<td>$11.50</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$18.40</td>
<td>$14.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$223.90</td>
<td>$198.70</td>
</tr>
</tbody>
</table>
Travel Authorization

The following sections must be completed:

• Travel type
• To be completed by traveler
• To be completed by agency
• Estimated cost and actual cost
Example of Travel Advance

TRAVEL AUTHORIZATION

In-State Out-of-State Out-of-Country
To Be Completed By Traveler: Alice White, Payroll Accountant

Name: Alice White
Title: Payroll Accountant
Agency Name: MS Department of Education
Division Name: Office of Accounting
Travel Date From: 08/03/2020
Travel Date To: 08/05/2020
Location: Gulfport, MS
Conference/Meeting Name: Payroll Seminar

Total Estimated Cost: $223.90
Total Actual Cost: $223.90

Signature: Alice White
Date: 08/05/2020

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 lines and submit approved MDH/MS to accounting.

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 redeemed showing the excess charges and again approved by the Department of Finance and Administration.

5. Be as accurate as possible in estimating costs, including lodging, meals, and/or any other applicable travel expenses.

6. The traveler 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 credited within 30 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 only 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 13.20.00 in order to receive reimbursement.

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

WORKSHEET

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Cost</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Lodging</td>
<td>2 Days @ $46</td>
<td>$92.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Mileage</td>
<td>300 miles @ $.75</td>
<td>$11.50</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$223.90</td>
</tr>
</tbody>
</table>
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

The requested amount for a travel advance should not include expenses paid directly by the agency.

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 Trip Optimizer

The State of Mississippi Trip Optimizer System: Car Rental vs Mileage Reimbursement Calculator is used to determine the more cost-effective option between renting a car or using mileage reimbursement.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Description</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Miles to Be Traveled That Exceed 100 Miles per Day</td>
<td>Input miles that exceed 100 miles per day</td>
<td>$ \text{Total Miles} - 100 \times \text{Number of Days} $</td>
</tr>
<tr>
<td>Total Number of Miles to Be Traveled Less than or Equal to 100 Miles per Day</td>
<td>Input all other miles that will be traveled in trip that do not exceed 100 miles per day (equal to or less than 100)</td>
<td>$ \text{Total Miles} $</td>
</tr>
<tr>
<td>Total Days in Trip (24-hour periods)</td>
<td>Use # of 24-hour periods (4-day trip = 4)</td>
<td>$ \text{Number of Days} $</td>
</tr>
<tr>
<td>Total Miles to Rental Car Location</td>
<td>Input only the distance to the rental car location (this mileage will be doubled in the total calculation formula)</td>
<td>$ \text{Distance to Rental Car Location} $</td>
</tr>
<tr>
<td>Vehicle Rental Daily Price</td>
<td>Input price for rental vehicle using the vehicle rental rates (See Vehicle Rental Rates Tab)</td>
<td>$ \text{Daily Price} $</td>
</tr>
<tr>
<td>Vehicle Rental Weekly Price</td>
<td>Input price for rental vehicle only if renting a car on a weekly basis, using the vehicle rental rates (See Vehicle Rental Rates Tab)</td>
<td>$ \text{Weekly Price} $</td>
</tr>
<tr>
<td>Miscellaneous Fees*</td>
<td>Input any other fees charged including but not limited to sales tax, motor vehicle tax, and etc. to be charged due to form of payment</td>
<td>$ \text{Miscellaneous Fees} $</td>
</tr>
<tr>
<td>Cost of Gasoline per Gallon**</td>
<td>Current State Rate</td>
<td>$ \text{Current State Rate} $</td>
</tr>
<tr>
<td>Mileage Reimbursement Rate (if pool car is not available)</td>
<td>Input average MPG for rental car type using the Average MPG chart (See Average MPG Tab)</td>
<td>$ \text{Mileage Reimbursement Rate} $</td>
</tr>
<tr>
<td>Average Rental Car Gas Mileage (MPG)</td>
<td>Utilize the higher cost between city from which the travel will begin and the destination</td>
<td>$ \text{Average Gas Mileage} $</td>
</tr>
</tbody>
</table>

## Calculated Results

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Reimbursement Expense</td>
<td>$190.90</td>
</tr>
<tr>
<td>Rental Car Cost</td>
<td>$120.00</td>
</tr>
<tr>
<td>Weekly Rental Cost</td>
<td>$20.00</td>
</tr>
<tr>
<td>Taxes and Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Refueling</td>
<td>$17.48</td>
</tr>
<tr>
<td>Total Rental Cost</td>
<td>$130.08</td>
</tr>
</tbody>
</table>

### Special Conditions
- If the rental is not directly billed to the agency or charged on a Travel Card, sales and motor vehicle tax can be reimbursed. Contact the rental car company to obtain the added miscellaneous fees that will be added to the total, including tax from the city of which you will be renting.
- Gas prices do fluctuate but an estimated price can be retrieved from sites such as www.gasbuddy.com.
Trip Optimizer System (TOS)

The TOS must be completed prior to travel for each trip more than 100 miles.

The TOS may need to be revised after travel is complete.

The following should be included on the TOS:

- Name and date of travel
- Total miles (Mileage on TOS must equal final mileage on voucher and printout of mileage calculation. Do not include miles to rental car location)
- Total days in trip (24 hour periods)
- Total miles to rental car location (input only the distance to the rental car location not round trip to the location)
- Vehicle rental daily price (current state rate)
- Miscellaneous Fees (should always be zero)
- Cost of gasoline per gallon (amount from GasBuddy printout)
- Mileage reimbursement rate (current state rate)
- Average rental car gas mileage (See Average MPG tab at bottom of trip optimizer)
Printout of Mileage Calculation

YOUR TRIP TO:
130 Perry St
Page 1 of 3

2 HRS 59 MINS | 166 MI

Estimated cost: $0.00

Point a full health report of your car with HIV/HIV vehicle diagnosis as corded postcodes:

6. Start out going north on Woodrow Way toward Down Canal Rd.
   Then 6.39 miles
   0.30 total miles

7. Turn right onto Down Canal Rd.
   Then 1.56 miles
   1.87 total miles

8. Stay straight to go onto W Cunningham Ave.
   Then 5.06 miles
   1.96 total miles

9. Merge onto I-55 NUS-51 F via the ramp to the left toward Jackson.
   If you reach I-55 Pristine Apt you're going a little too fast.
   Then 5.54 miles
   7.86 total miles

10. Take EXIT 59 toward Byram.
    Then 0.35 miles
    8.26 total miles

11. Keep right to take the ramp toward Old Byram/Brandon Jackson Industrial Center.
    Then 0.36 miles
    8.27 total miles

12. Take the 595 exit toward Sowell Rd/425.
    Center to follow MS-425.
    Then 8.15 miles
    16.43 total miles

13. MS-425 becomes 2 Mile 2M96-669.
    Then 0.41 miles
    16.84 total miles

14. Turn right onto Highway 2M96-669 B.
    Continue to follow US-49 S.
    Then 7.46 miles
    0.27 total miles

15. Merge onto I-55 S toward Gulf Coast/New Orleans.
    Then 8.11 miles
    0.37 total miles

    Then 5.17 miles
    0.04 total miles

Total time based on traffic conditions as of 10:18 PM on August 5, 2023.
Current Traffic: Light

<table>
<thead>
<tr>
<th>Station</th>
<th>Price</th>
<th>Distance</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>GasBuddy</td>
<td>$1.71</td>
<td>19 miles</td>
<td>17 hours ago</td>
</tr>
<tr>
<td>Seabee Base</td>
<td>$1.73</td>
<td>1 mile</td>
<td>1 hour ago</td>
</tr>
<tr>
<td>CITGO</td>
<td>$1.73</td>
<td>10 miles</td>
<td>26 minutes ago</td>
</tr>
<tr>
<td>Shell</td>
<td>$1.75</td>
<td>1 mile</td>
<td>14 hours ago</td>
</tr>
<tr>
<td>TCB Stop 'N Geaux</td>
<td>$1.75</td>
<td>1 mile</td>
<td>17 hours ago</td>
</tr>
<tr>
<td>RaceTrac</td>
<td>$1.77</td>
<td>20 miles</td>
<td>6 minutes ago</td>
</tr>
<tr>
<td>Exxon</td>
<td>$1.78</td>
<td>1 mile</td>
<td>20 minutes ago</td>
</tr>
<tr>
<td>Texaco</td>
<td>$1.79</td>
<td>20 miles</td>
<td>28 hours ago</td>
</tr>
</tbody>
</table>
Travel Voucher

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 & internal order)
• Check employee type and if Trip Optimizer is attached
• 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 submit an original and a copy of travel voucher to Accounting.
• Include all supporting documentation and original 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
# Travel Voucher without Rental Car

**TRAVEL VOUCHER**

State of Mississippi

MS DEPARTMENT OF EDUCATION

Employee ID: 1351

**Check One:**
- [ ] Employee
- [ ] Vendor Worker

### Personal Information
- Name: Alice White
- Address: 123 Woodcutter Way, Tony MS, 38870
- Phone: 567-8880

### Trip Information
- **Trip Option Attached:**
  - [ ] Yes
- **Reason Why Trip Option Not Attached:**

I request reimbursement for subsistence and other authorized expenses paid by me in connection with travel for this travel form.

**August 4, 2020**

<table>
<thead>
<tr>
<th>Client Business</th>
<th>To State</th>
<th>Out-of-State</th>
<th>Out-of-Country</th>
<th>FTE</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Sector</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Per Diem in lieu of Subsistence**

<table>
<thead>
<tr>
<th>Taxable Meals</th>
<th>Non-Taxable Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00</td>
<td></td>
</tr>
</tbody>
</table>

**Lodging**

<table>
<thead>
<tr>
<th>Payment Information (not transferable, if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Trip**

<table>
<thead>
<tr>
<th>Trip Voucher #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Non-Taxable Meals**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Lodging</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Taxable Meals</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Authorized Expenses**

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose</th>
<th>Points of Travel</th>
<th>Meals</th>
<th>Actual Breakfast</th>
<th>Actual Lunch</th>
<th>Actual Dinner</th>
<th>Daily Meals</th>
<th>Daily Meals Allowed</th>
<th>Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Miles</td>
<td>Date &amp; Time</td>
<td>Date &amp; Time</td>
<td>Date &amp; Time</td>
<td>Date &amp; Time</td>
<td>Date &amp; Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Non-Taxable Meals**

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose</th>
<th>Points of Travel</th>
<th>Meals</th>
<th>Actual Breakfast</th>
<th>Actual Lunch</th>
<th>Actual Dinner</th>
<th>Daily Meals Allowed</th>
<th>Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Miles</td>
<td>Date &amp; Time</td>
<td>Date &amp; Time</td>
<td>Date &amp; Time</td>
<td>Date &amp; Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Taxable Meals**

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose</th>
<th>Points of Travel</th>
<th>Meals</th>
<th>Actual Breakfast</th>
<th>Actual Lunch</th>
<th>Actual Dinner</th>
<th>Daily Meals Allowed</th>
<th>Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Miles</td>
<td>Date &amp; Time</td>
<td>Date &amp; Time</td>
<td>Date &amp; Time</td>
<td>Date &amp; Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Total</th>
<th>Overhead Total Meals Calculated</th>
<th>Mileage/Rate</th>
<th>Mileage/Amount On Taxable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3.57</td>
<td></td>
</tr>
</tbody>
</table>

**Total Mileage Given:**

- **Mileage:** 100 miles
- **Mileage Reimbursement Rate:** $0.57 per mile
- **Mileage Dollar Amount On Taxable:** $57

---

**Signature:**

- **Reimbursement:**
  - [ ] Yes
  - [ ] No

- **Approved By:**
  - [ ] Yes
  - [ ] No

- **Signed:**
  - [ ] Yes
  - [ ] No

---

**Reminders:**

- [ ] Submit by the deadline.
- [ ] Attach all necessary documents.
- [ ] Signatures must be legible and clear.

**Penalties:**

- **Penalties for Fraudulent Claims:** None.

**Reimbursement Approval:**

- [ ] Yes
  - [ ] No

**Reimbursement Date:**

- [ ] Yes
  - [ ] No

---

**Other Information:**

- [ ] Payable to [ ]
- [ ] Payable to [ ]

**Note:**

- All expenses must be documented and submitted for reimbursement.
- Reimbursement must be submitted within 30 days of the travel date.
- Any discrepancies or questions should be addressed with the accounting department.
Travel Checklist

FRONT OF TRAVEL VOUCHER
- Name agrees with PID
- Name agrees with PIN/WMN (Circle and Print)
- Home address printed (underline address)
- Date is actual dates of travel and not a place
- Accounting Block lists correct Budget Codes (include the Internal Order Number in the Reporting Category as well)
- Availability of Funds (Program Office to approve prior to approval of payment)
- Signatures applied for Travel Reimbursement (include signatures, title, and dates)
- Notification of completion of TOS

BACK OF TRAVEL VOUCHER
- Actual dates traveled recorded
- Points of Travel listed: Physical address (NOT City, Town, School or County)
- When using the TOS and being reimbursed the total rental cost, ensure the total miles claimed agree to the TOS
- Receipts of calculation of total miles traveled from site used.
- Mathematical Correctness checked

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

Trip Optimizer (if applicable)
- Approved Travel Authorization Form (is required for all travel requiring the completion of a Trip Optimizer)
- Receipts of calculation of total miles traveled from site used.

OTHER
- If applicable, “Early Departure” (Before 6 AM first day) or “Late Arrival” (After 6 PM on last day) is footnoted.
- If applicable, when Lodging is with friends or relative, is footnoted but not reimbursable.
- If applicable, when 2 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.
- If applicable, eWaiver Required Form to request a waiver from any standard travel procedures.

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

Printout from gasbuddy.com of cost of gas per gallon used in TOS.
Supporting documentation for any “Miscellaneous Fees” claimed and explanation of any additional days included in the calculation.

Checked by: __________________________  Date: ______________

19
Questions
Travel Staff

- Sheila Franklin-Buie, Director of Accounting
- Yulanda Wesley, Director of Payroll, Travel & Property
- Candida Thompson, Travel Accountant
- Jade Hooper, Payroll and Travel Accountant
Yulanda Wesley
Director of Payroll, Travel & Property
601-359-3074
ywesley@mdek12.org