

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

SECTION	TRAVEL	SUB-SECTION 19.10.10
SUB-SECTION	INTRODUCTION	REVISED - 2017

INTRODUCTION

Section 25-3-41, Miss. Code Ann. (1972), establishes guidelines for travel reimbursement of state officials and employees. This Code also requires that DFA regulate travel in order to make efficient use of state resources associated with travel. The DFA Office of Purchasing, Travel and Fleet Management maintains the State Travel Policy Rules and Regulations. The State Travel Policy Rules and Regulations, along with this section of the MAAPP manual, contain the rules and regulations adopted by DFA affecting all areas of reimbursable state travel.

The State Travel Policy Rules and Regulations and travel forms are located at the following link:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>

State agencies reimburse employees, contract workers and board members for state business travel through SPAHRS. These transactions are also recorded in MAGIC. Travel payments processed through SPAHRS are handled in the same manner as the individual's payroll (i.e. direct deposit for payroll will also be direct deposit for travel). Payroll funds and travel funds must be deposited into the same bank account.