

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

SECTION	TRAVEL	SUB-SECTION	19.10.20
SUB-SECTION	TRIP OPTIMIZER	ISSUED -	2017

TRIP OPTIMIZER

Effective July 1, 2017, Section 25-3-41, Miss. Code Ann. (1927) mandates the completion of a trip optimizer calculation to determine the most cost effective method of travel by motor vehicle. The new forms and rules are posted on the DFA website, Office of Purchase and Travel, under the Travel Forms and Manuals section.

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

The Trip Optimizer is an Excel spreadsheet with variables that allows you to consider the options of travel (pool car, rental car or personal vehicle) and points you to the lowest cost option for the state. Additionally, employees should use the DFA Trip Optimizer Decision Flow Chart as a guide. The link referenced above contains the flowchart.

The Trip Optimizer Spreadsheet must be completed and attached to all travel vouchers that include the motor vehicle travel (unless a state-owned pool car is used). This is effective for any travel after July 1, 2017. If the calculation spreadsheet is not attached to the travel voucher, the Office of Fiscal Management will return the documents to the agencies for completion of the optimizer spreadsheet.

If you have any questions regarding the new travel requirement, contact the Office of Purchasing, Travel, and Fleet Management staff at 601-359-3409.

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