

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

SECTION	TRAVEL	SUB-SECTION 19.20.10
SUB-SECTION	TRAVEL VOUCHERS	ISSUED – 2013 REVISED - 2017

TRAVEL VOUCHER

The Travel Voucher form 19.20.10 is used to request reimbursement of official business related travel expenses by state employees, contract workers and board members. Any other form used by an agency must be approved by DFA OPT.

Separate Travel Vouchers must be completed for each trip. Agencies with employees who travel daily may apply for an exception that will allow employees to complete a Travel Voucher on a monthly basis. Request for monthly basis Travel Vouchers should be sent to OFM.

Travel Vouchers must be completed and turned in to the agency's Travel Coordinator within 10 days following the end of the travel. Monthly Travel Vouchers must be completed and turned in to the Travel Coordinator within 10 days following the end of the month. Travel Vouchers turned in after the 10 day due date may be rejected.

General guidelines for submitting a Travel Voucher are listed. Refer to the State Travel Policy Rules and Regulations for specific rules associated with travel.

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

1. Travel Vouchers must be completed in ink and signed by the traveler. The signature is a certification by the traveler that reimbursement is being requested for actual valid business expenses.
2. The Travel Voucher must be verified, which means the verifier has confirmed that all appropriate receipts are attached, the trip optimizer has been completed correctly, and the total to be paid is correct.
3. The Travel Voucher must have an approval signature, which is a third level of verification and certification that the Travel Voucher is correct.
4. The traveler should indicate that phone calls itemized on a hotel bill are business related.
5. Travel reimbursements will be made for all taxes paid by the traveler; however, when expenses are billed directly to the governmental entity, taxes should not be charged and paid.
6. When conference hotel rooms are booked, a copy of the conference literature showing the rates must be attached to the Travel Voucher. Refer to the Travel Manual if rates are not shown.
7. Meals should not be claimed as expenses if the meals are included in the conference registration fee.
8. Meal tips should be included in the actual cost of the meal unless the inclusion of the tips causes the meals to exceed the DFA maximum daily meal reimbursement. If the daily meal limitations would be exceeded, then the tips can be separated and recorded as other expenses. All tips reported in this manner should be totaled for the day and not exceed 20% of the maximum daily meal reimbursement or the actual meal expense, whichever is less.
9. The single hotel room rate must be written across the face of the invoice if more than one guest is listed. Reimbursement is made for only the single room rate.
10. If two or more travelers share a hotel room, each should report their pro rata share of the costs. If one of the travelers does not have an original hotel invoice, a copy of the invoice, along with the name of the traveler who submitted the original invoice, should be submitted with the Travel Voucher.

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11. For travel in a privately owned vehicle, the mileage between points of travel should be made from the most direct practical route.

12. For all mileage claimed, the physical addresses of point of origin and all destinations must be included under Points of Travel.

The actual processing of a Travel Voucher takes place within SPAHRS. Instructions may be found at:

<http://www.dfa.ms.gov/dfa-offices/mmrs/legacy-training-materials/spahrs-legacy-training-materials/spahrs-travel/>

Within 10 working days of the Pay Date, the SPAHRS “Official Travel Voucher Summary”, the original Travel Voucher, and required supporting documentation should be submitted to OFM - BFC.

The Travel Forms are available on the DFA website at:

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