

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

SECTION	TRAVEL	SUB-SECTION	19.20.40
SUB-SECTION	TRAVEL SUMMARY	ISSUED – 2013 REVISED - 2017	

TRAVEL SUMMARY

The Travel Summary combines all open approved Travel Vouchers for each traveler. The summary record is used by SPAHRS to process one warrant for each traveler. Multiple Travel Vouchers can exist for a traveler in a travel payroll cycle. This may occur when the individual has more than one travel type (in-state and out-of-state) within the same period or may have traveled on separate trip numbers. Without an approved, certified summary record, the traveler's voucher will not be included in the travel payroll. Travel advances do not require summary records and will be paid on a travel payroll once approved and certified.

Once all Travel Vouchers have been received, approved, and entered into SPAHRS, the summary record must be created for each traveler in order for the Travel Vouchers to process for payment. The summary record combines all approved Travel Vouchers for a traveler. Only one warrant is generated per traveler regardless of the type of travel or the trip number associated with the travel.

DFA processes travel payments twice a week. The due dates for travel payment processing and travel pay dates can be found on the MMRS website at:

<http://www.dfa.ms.gov/dfa-offices/mmrs/mmrs-applications/spahrs/>

Click on "Payroll Due Dates". The monthly calendars for payroll and travel dates are available.

In order for travel to process, the agency must complete a summary record for each individual and process a preliminary travel payroll in SPAHRS. The preliminary payroll should be reviewed and verified. Errors should be corrected prior to submitting a final payroll run from SPAHRS, which must be completed prior to 1:00 on the travel payment processing due date. The agency is not required to send any documentation to BFC at the time a final payroll is run. The documentation is sent after the payroll warrants or remittance advices are received by the agency.