

# USM Travel Authorization Checklist

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

**The following can be used as an interdepartmental guideline to complete your PTT and Travel Voucher. This is NOT to be used as a substitute for either the PTT or Travel Voucher.**

1. **Pre-Travel:**

PTT completed in its entirety  
PTT approved by *correct* Budget Authorities  
Conference literature submitted  
Include hotel block room rates with PTT  
(if applicable)

2. **Meals:**

Per Diem only allowed with overnight travel  
Tips do not exceed 20% of the total  
Meals provided by the conference are not to be claimed  
Meal rate breakdown of:  
Breakfast - 20%  
Lunch - 30%  
Dinner- 50% being used

3. **Lodging:**

Itemized, original hotel receipt shows zero balance due  
The traveler was charged the State of MS hotel room rate or less. (found on USM Travel website)\*\*  
Shared hotel rooms are clearly noted in comments section of the PTT  
Hotel dates and locations coincide with PTT

\*\*For **In-State** travel, please use the government room rates found at <http://www.gsa.gov/portal/content/104877> and provide 2 quotes if the rate is higher than the government rate (per state agency regulations).

4. **Transportation:**

Two (2) *separate* cost comparisons included with the ticket purchase  
Comparison dates obtained the date tickets are purchased  
Economy flights being purchased (waiver required, if not)  
Drive vs. Fly is submitted when traveling via personal vehicle outside of neighboring states

5. **Conference / Event / Seminar Material**

Registration pricing and cost confirmation included.

~Conference literature, hotel information, and all supporting documentation need to be submitted one time with the PTT

6. **Return from Travel:**

Travel voucher approved by Budget Authorities  
All original receipts included for reimbursement  
Submit to Travel via PDF (preferred) or interdepartmental mail

Allow 3 full weeks for reimbursements