

WHAT DO I SUBMIT?

Determine who will be in charge of the Group. The person in charge of the group will be responsible for submitting the necessary paperwork to the travel office and as the custodian of funds.

Permission to Travel— Estimate the expenses for the entire group. Submit the signed form three weeks prior to travel.

List of Students—Include the names along with the student id number for each student traveling. Attach to Permission to Travel

Travel Advance—Advance amount is 80% of the estimated expenses and must be typed in the field “Amount Requested”. If left blank, no check will be cut.

Travel Advance Agreement—if requesting an advance this form must be signed and attached. The Travel Advance will be issued two weeks prior to the start of the trip.

If you are not requesting an advance. Submit your Permission to Travel & Student list. Prepare a Travel Voucher for your paid expenses after the trip.

DON'T FORGET!

Chartfield—Identifies where the funds will be withdrawn to produce a check. This fund number cannot be changed after the check has been issued

Signatures: Two Required. The Traveler and the Next Higher Authority must always sign. If the paperwork is incomplete it will be returned to the department for correction.

POLICY

An employee traveling on official state business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request air, train, bus, hotel and vehicle rental reservations as far in advance as possible and shall utilize the lowest logical rate available.

When the group is large enough to take advantage of group discounts with airlines or motels, a PO can be used to pay for the expense. The department needs to contact Travel for further information. See Policy and Procedures for using POs with travel.

GRADUATE STUDENTS

Graduate Students must comply with the same requirements as faculty and staff.

REIMBURSING STUDENTS WHO PAY

A W9 is required for all undergraduate and graduate students being reimbursed for travel. Attach to their travel voucher.



THE UNIVERSITY OF
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Group Travel Guide



Travel Office: 601-266-4131
Fax: 601-266-5182
Location: Bond Hall Rm.215

Web: <https://www.usm.edu/procurement-contract-services/travel-policies-and-procedures>

UNDERGRADUATE STUDENT GROUP TRAVEL

PERMISSION TO TRAVEL FORM

Permission to Travel Forms: Required for the faculty or staff in charge of the group travel. Contains the estimated charges reflected for faculty/staff member plus the members of the group that is traveling. (ex: A coach is responsible for himself/herself and the team and completes one form for those expenses)

ADVANCES

Advances may be obtained for out of state Student Group Travel. The Faculty or Staff member traveling with the group will be designated the custodian of the funds. They will be responsible for paying for all expenses incurred during the groups travel. They will also be responsible for submitting a Travel Voucher upon returning from the trip. Advances for Student Group Travel will have the same deadlines for filing a Travel Voucher as with individual travel. If the deadlines are not met, the Advance will be deducted from the Faculty or Staff's payroll check.

REGISTRATION FEES

The total amount required for the Faculty or Staff member plus the students attending the conference (same amount referenced on the Registration Check Request should be referenced on the Permission to Travel). An individual Permission to Travel is required for all Faculty, Staff, and Graduate Students but is not required for undergraduates.

MEALS AND LODGING

Meals: The actual cost cannot exceed the maximum meal allowance per student. (ex. Per Diem \$36.00, group of 6, actual cost cannot exceed \$216.00). An original itemized meal receipt **MUST** be obtained from the restaurant. A list of the individuals that participated in that meal **MUST** accompany the receipt.

Lodging: An original itemized receipt showing room rate, applicable charges, and individual names must be obtained from the motel. See Lodging Expense for more detail.

RENTAL VEHICLES

Van Rental: Use the worksheet located under Vehicle Rental Information for renting a 12 Passenger Van. Also review the Policy and Procedures for Van Rental for Group Travel.

When a Van is required for group travel, **ALWAYS** contact the State Contract Rental Agency at least 72 hours prior to the date needed. This will allow the Rental Agency to have the vans available for you when you need them.

If they have no vans available on their lot at the time you need them, you will need to:

1. Check around for the best rental rate on the size van you need. Be sure they include Collision Damage Waiver/Loss Damage Waiver (CDW/LDW) in their quote. You **MUST** always purchase insurance if the vehicle you are renting is not on State Contract.
2. You will need to complete a Waiver form. The

Waiver and instructions are located on the Travel Forms page.

PROCUREMENT CARD HOLDERS

The Procurement Card (P-Card) can only be used to book the rental vehicles. Only In-State travel is tax exempt. Charging any other expenses to the card is not allowed.

RECEIPTS

DO NOT LOSE THEM!

Airfare: Actual costs with original itemized paid receipts.

Rental Car: The original itemized paid receipt is required. See Vehicle Rental Information.

Gasoline: Actual costs with original itemized paid receipts. Credit card statement not accepted.

Taxi, Shuttle, Parking and Tolls: Actual cost. Original receipt required if over \$10.00 per claim.

Questions: 601-266-4131

WEB: <https://www.usm.edu/procurement-contract-services/travel-policies-and-procedures>