Travel Training

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Director of Payroll, Travel and Property

mdek12.org

MISSISSIPPI DEPARTMENT OF EDUCATION

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VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

1 **ALL** Students Proficient and Showing Growth in All Assessed Areas

2 **EVERY** Student Graduates from High School and is Ready for College and Career

3 **EVERY** Child Has Access to a High-Quality Early Childhood Program

4 **EVERY** School Has Effective Teachers and Leaders

5 **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

6 **EVERY** School and District is Rated "C" or Higher

Agenda

- Introductions
- State Requirements-Department of Finance and Administration's (DFA) Official Rules
- Agency Requirements – MDE's Official Rules
- Travel Authorization
- Travel Advance
- Travel Voucher
- Travel Checklist
- Questions

DFA'S Official Rules

The traveler must follow the rules in Department of Finance & Administration's travel manual:

- **Daily meal rates**
  - Tips cannot be more than 20%
  - Meals included as part of a conference registration fee are not reimbursable
- **Government rates for hotels (Must always be requested)**
  - Need a copy of Hotel Receipts
  - Receipt must show a "zero" balance
- **Mileage reimbursement rates**
  - Set by DFA in January of each year

DFA's travel manual can be found at: https://www.dfa.ms.gov/travel

E-waivers

- **When do you need to request an E-waiver?**
  - Requesting authority to pay an amount greater than state contract
  - Requesting authority to rent a vehicle with a cost greater than the mid-size on state contract
  - Requesting authority to purchase vehicle rental insurance
  - Requesting authority to rent a vehicle not on current contract
  - Requesting authority to pay a hotel other than the conference hotel
  - Requesting authority to pay greater than the least expensive cost comparison for airline tickets

MDE Travel Rules

“Before you travel…

MDE's Official Rules - Before you travel…

- A Travel Authorization (TA) is **required** for all travel (in-state & out-of-state).
  - Destination must be the city and state (not physical address, school, county, etc.)
- In-state Travel requires Division Approval only
- Out-of-State Travel requires the following signatures:
  - Division Approval
  - Office Chief
  - State Superintendent's

MDE's Official Rules - Before you travel…

- Rental Vehicles
  - Must be approved prior to travel and TA must include pick up and return dates (include on Travel Authorization p.2)
  - **NEW** - Rental vehicles are only allowed for travel 75 miles or more one-way from the employee's duty station to the work site
  - Traveler must use Direct Billing (See DFA Vehicle Rental Contracts)
  - Only mid-sized vehicles may be rented with few exceptions (See exception information p. 18 – DFA Manual)
- Airline Tickets
  - Must be booked through one of the two state contract travel agencies
  - MDE uses Avanti Travel
  - Two quotes required if purchasing tickets on your own (State Contract Agency Vendors can not be one of the quotes)

MISSISSIPPI DEPARTMENT OF EDUCATION

MDE's Official Rules – Before you travel…(cont.)

- **Lodging/Hotels**
  - Overnight lodging is allowable if traveling more than 75 miles one way

***Exception:** An individual may elect to stay overnight with friends or relatives within a 30 to 40-mile radius of the worksite. Such lodging (hotel costs) is not a reimbursable expense.

However, travel to and from the friends or relatives' home (lodging site) and the work site in lieu of a motel expense shall be allowable.

Travel Authorization - Before you travel…(cont.)

The following sections must be completed:

- Travel type
- To be completed by traveler
- To be completed by agency
- Payment information
- Estimated cost and actual cost

Example of Travel Authorization – Before you travel…(cont.)

Form 13.20.20

…VEL AUTHORIZATION

…ut-of-Country ☐ Travel Advance…

…BE COMPLETED BY TRAVELER

Must include the pick-up and return date of rental vehicles

Must be city and state

Title: Payroll …

…ucation Division Name: Office … ccounting

Travel … To: …/2025 Destination(s): Gulfport, MS

Conference/Meeting Name: Payroll Seminar

Purpose of Travel: To attend the payroll seminar in order to gain a better understanding of new payroll rules and regulations

Travel Advance Amount: ____ Prior to Trip Expense Authorized: Yes ☐ No ☑

Total Estimated Cost: 372.60 Fund Source: General or Special *Complete Payment Info below, if known.*

Total Actual Cost: 337.40 Difference in Estimated and Actual Cost: -35.20

Signature: Alice White Date: 09/02/2025

TO BE COMPLETED BY AGENCY / INSTITUTION
(As required by individual Agency / Institution)

Funds Certification: Angela Hall Title: Payroll Director Date: 09/02/2025

Division Approval: Charles Brown Title: Accounting Director Date: 09/02/2025

Division Approval: ____ Title ____ Date: ____

Agency Approval: ____ Title: ____ Date: ____
(State Superintendent for OUT of STATE ONLY)

TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION
For Travel Outside the Continental U. S.

Budget Analyst Fund Certification: ____ Date: ____

DFA Executive Director Approval: ____ Date: ____

TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION
For Excess Expenses Incurred on Travel Outside the Continental U. S.

Budget Analyst Fund Certification: ____ Date: ____

DFA Executive Director Approval: ____ Date: ____

PAYMENT INFORMATION

SAAS Agency #:	201	Activity:	EA05	Trip #:	
SPAHRS Agency #:	0201	Org:	3201	Cat:	A844
Fund #:	2201	Sub Org:		Proj:	

Form 13.20.20 Page 2 of 2

INSTRUCTIONS FOR TRAVEL AUTHORIZATION

1. A separate form must be completed for each traveler and travel type (e.g., in-state, out-of-state, out-of country).
2. Complete all applicable items and obtain approval PRIOR to commencing travel.
3. All travel outside the continental limits of the United States must be approved by the Department of Finance and Administration prior to departure. Travel to Alaska no longer requires such approval, but travel to Hawaii or Puerto Rico does.
4. If actual expenses exceed the estimated expenses on travel outside the continental limits of the United States, the original form shall be resubmitted showing the excess charges and again approved by the Department of Finance and Administration.
5. Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.
6. The travel advance should include travel related costs paid by the traveler, not expenses paid directly by the agency (e.g. pre-paid registration, travel account charges). If an advance is not settled within 10 working days after the end of the month in which travel is completed, the traveler's paycheck WILL be held until the debt to the State is resolved. Only two outstanding advances are allowed at any time. Additional advances require DFA approval.
7. The Prior to Trip Expense authorization is granted for any lodging or public transportation purchases to be paid by the traveler prior to traveling.
8. A copy of this approved form along with supporting documentation must be submitted … in order to receive reimbursement.
9. For detailed line instructions, see MAAPP manual section 13.20.20.

Airfare must include a quote from Avanti

Must have a copy of hotel reservations

Must have a copy of the invoice

Must have a copy of the reservation

WORKSHEET

	Estimated Cost	
	$	$
Mea…	$ 136.00	$ 84.00
Lod…	$ staying with relative	$ stayed with relative
	$	$
…y)	$	$
	$ 236.60	$ 236.60
	$	$ 16.80
	$	$
Total	$ 372.60	$ 337.40

MDE's Official Rules – Before you travel…(cont.)

Travel Advances

- Check "Travel Type" and "Travel Advance" on authorization form (top of the TA form)

- Travel Advance information must be completed in the following sections:
  - To be completed by traveler
  - To be completed by agency
  - Payment information
  - Estimated cost and actual cost

- Travel Advance calculation may only include:
  - Cost of meals
  - Lodging
  - Taxi Fares
  - Tips
- The travel advance must be submitted to the MDE Travel Coordinator 15 days before travel.
  - payrolltravel@mdek12.org

- The traveler can only have two outstanding travel advances at one time.

- The travel advance must be settled within 10 working days after the end of the month in which travel was completed.

Example of Travel Advance…Before you travel…(cont.)

Form 13.20.20
Revised 09/2012

TRAVEL AUTHORIZATION

In-State ☑ Out-of-State ☐ Out-of-Country ☐ Travel Advance ☑ PTE Authorized ☐

TO BE COMPLETED BY TRAVELER

Name: Alice White Title: Payroll Accountant

Agency Name: MS Department of Education Division Name: Office of Accounting

Travel Date From: 10/01/2025 To: 10/04/2025 Destination(s): Gulfport, MS

Conference/Meeting Name: Payroll Seminar

Purpose of Travel: To attend the payroll seminar in order to gain a better understanding of new payroll rules and regulations

Travel Advance Amount: 136.00 Prior to Trip Expense Authorized: Yes ☐ No ☑

Total Estimated Cost: 306.00 Fund Source: General or Special *Complete Payment Info below, if known.*

Total Actual Cost: ______ Difference in Estimated and Actual Cost: ______

Signature: Alice White Date: 09/02/2025

TO BE COMPLETED BY AGENCY / INSTITUTION
(As required by individual Agency / Institution)

Funds Certification: Angela Hall Title: Payroll Director Date: 09/02/2025

Division Approval: Charles Brown Title: Accounting Director Date: 09/02/2025

Division Approval: ______ Title ______ Date: ______

Agency Approval: ______ Title: ______ Date: ______
(State Superintendent for OUT of STATE ONLY)

TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION
For Travel Outside the Continental U. S.

Budget Analyst Fund Certification: ______ Date: ______

DFA Executive Director Approval: ______ Date: ______

TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION
For Excess Expenses Incurred on Travel Outside the Continental U. S.

Budget Analyst Fund Certification: ______ Date: ______

DFA Executive Director Approval: ______ Date: ______

PAYMENT INFORMATION

SAAS Agency #:	201	Activity:	EA05	Trip #:	
SPAHRS Agency #:	0201	Org:	3201	Cat:	A844
Fund #:	2201	Sub Org:		Proj:	

Form 13.20.20 Page 2 of 2

INSTRUCTIONS FOR TRAVEL AUTHORIZATION

1. A separate form must be completed for each traveler and travel type (e.g., in-state, out-of-state, out-of country).
2. Complete all applicable items and obtain approval PRIOR to commencing travel.
3. All travel outside the continental limits of the United States must be approved by the Department of Finance and Administration prior to departure. Travel to Alaska no longer requires such approval, but travel to Hawaii or Puerto Rico does.
4. If actual expenses exceed the estimated expenses on travel outside the continental limits of the United States, the original form shall be resubmitted showing the excess charges and again approved by the Department of Finance and Administration.
5. Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.
6. The travel advance should include travel related costs paid by the traveler, not expenses paid directly by the agency (e.g. pre-paid registration, travel account charges). If an advance is not settled within 10 working days after the end of the month in which travel is completed, the traveler's paycheck WILL be held until the debt to the State is resolved. Only two outstanding advances are allowed at any time. Additional advances require DFA approval.
7. The Prior to Trip Expense authorization is granted for any lodging or public transportation purchases to be paid by the traveler prior to traveling.
8. A copy of this approved form along with supporting documentation must be submitted with the travel voucher form 13.20.10 in order to receive reimbursement.
9. For detailed line instructions, see MAAPP manual section 13.20.20.

WORKSHEET

	Estimated Cost	Actual Cost
Airfare	$	$
Meals (2 Days @ $68 / Day)	$ 136.00	$
Lodging (____ Days @ $____ / Day)	$	$
Registration Fee	$	$
Rental Car (4 Days @ $39 / Day)	$ 156.00	$
Mileage: 20 miles @ .70	$ 14.00	$
Other: tips	$	$
	$	$
Total	$ 306.00	$

Travel Authorization – Before you travel…(cont.)

- A copy of the approved Travel Authorization must be sent to Accounts Payable (accountspayable@mdek12.org) to ensure timely processing of direct bill payments (rental vehicles, airline tickets and hotels).

MDE Travel Rules

While you are traveling…

MDE'S Official Rules – While you are traveling (cont.)

- Meal reimbursements are only allowable for overnight travel more than 75 miles one-way

- Allowable meal reimbursement are as follows:
  - Breakfast meal (When departure time is **prior** to 6:00 a.m.)
  - Lunch meal (When departure time is **prior** to 11:00 a.m. and return is after 2:00 p.m.)
  - Dinner meal (When employee **returns** later than 8:00 p.m.)

Early departure or late arrival must be notated on the travel voucher.

- Daily Meal Rates (not included as part of conference agenda)
  - Meal Reimbursement rates set by DFA (following the GSA meal reimbursement rate)

MDE'S Official Rules – While you are traveling… (cont.)

- A printout of mileage calculation is required for 100 miles or more.

MDE Travel Rules

After you travel…

Travel Voucher – After you travel…

When completing travel vouchers, include the following:

- Name, address, PID number, PIN number, last 4 digits of SSN
- Dates of travel not city
- Account codes (SPAHRS codes & internal order)
- Check employee type
- All approval signatures
- Date, purpose, points of travel (physical address not city, county, or school) and miles
- Amounts for meals, hotel and other authorized expenses (if allowable)

Traveler should email all travel vouchers and travel advances to the travel email (payrolltravel@mdek12.org).

- Include all supporting documentation and receipts

Travel vouchers must be submitted within 10 days following the end of travel.

- Travel vouchers to clear travel advances must be submitted within 10 days following the end of the month.
- The travel voucher prepared to clear the travel advance should not include other travel.

Example of Travel Voucher - After you travel…(cont.)

Form 13.20.10

TRAVEL VOUCHER

State of Mississippi: Mississippi Department of Education
(Agency or Institution)

Employee SSN (Last 4): 1234 PIN/WIN: 6

Please Note: Employee SSN is optional. Only utilize if requested by agency.

Name: Alice White PID#: AW567890

Address: 115 Woodsong Way, Terry, MS 39170

Check One:	
Employee	☑
Contract Worker	☐
Board Member	☐

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from

October 2, 2025 to October 3, 2025. The itemized statement follows.

Check Box(es):	In-State	✓	Out-of-State		Out-of-Country		PTE Request	

Prior to Trip Expenses (PTE) Request:	
Lodging	
Public Carrier	
Registration	
Payment Information *(Traveler complete, if known)*	
Trip #	
Travel Voucher #	
SAAS Ag #	
SPAHRS Ag #	0201
Fund #	2201
Activity / Location	EA05
Org / Sub Org	3201
Rpt Category	A844
Project / Sub Proj	

Per Diem in Lieu of Subsistence	
Taxable Meals	
Non-Taxable Meals	84.00
Lodging	
Registration	
Total Rental Cost	
Travel in Private Vehicle	236.60
Travel in Rented Vehicle	
Travel in Public Carrier	
Other:	16.80
Sub Total	337.40
Less: Travel Advance	
Less: PTE Lodging	
Less: PTE Public Carrier	
Less: PTE Registration	
Net Payment (Overpayment)	$337.40

Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Traveler: Alice White Title: Payroll Accountant Date: 10/06/2025

Approved by: Charles Brown Title: Accounting Director Date: 10/06/2025

Verified by: Angela Hall Title: Payroll Director Date: 10/06/2025

PENALTY FOR FRAUDULENT CLAIM - fine of not more than $250; civilly liable for full amount received illegally; removal from office or position held (Section 25-1-81 and 25-1-91, Miss. Code Ann.-1972)

Form 13.20.10

Itemized Statement of Travel Expense SPAHRS Ag #: 0201 Name: PID#:

Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses Item	Amount
Non-Taxable Meals											
10/2/2025	To gain a better understanding of new payroll rules and regulations	115 Woodsong Way, Terry, MS to 100 Perry St, Gulfport, MS to 2302 E Pass Rd, Gulfport, MS	169.00		20.00	34.00	68.00	54.00	*stayed with relative	tips	10.80
10/3/2025	To gain a better understanding of new payroll rules and regulations	2302 Pass Rd, Gulfport, MS to 100 Perry St, Gulfport, MS to 115 Woodsong Way, Terry, MS	169.00	10.00	20.00		68.00	30.00		tips	6.00
Total			338.00	10.00	40.00	34.00		84.00			16.80

Taxable Meals											
Total											

Overall Total Miles Calculated	338.00
Mileage Reimbursement Rate	0.700
Total Mileage Dollar Amount-Non Taxable	236.60

Please refer to the DFA - Office of Purchasing, Travel, and Fleet Management website for the Mileage Reimbursement Rate

Example of Travel Voucher with Rental Car - - After you travel…(cont.)

Form 13.20.10

TRAVEL VOUCHER

Check One:	
Employee	☑
Contract Worker	☐
Board Member	☐

State of Mississippi: Mississippi Department of Education
(Agency or Institution)

Employee SSN (Last 4): 1234 PIN/WIN: 6

Please Note: Employee SSN is optional. Only utilize if requested by agency.

Name: Alice White PID#: AW567890

Address: 115 Woodsong Way, Terry, MS 39170

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from October 1, 2025 to October 4, 2025. The itemized statement follows.

Check Box(es):	In-State	✓	Out-of-State		Out-of-Country		PTE Request	

Prior to Trip Expenses (PTE) Request:	
Lodging	
Public Carrier	
Registration	
Payment Information *(Traveler complete, if known)*	
Trip #	
Travel Voucher #	
SAAS Ag #	
SPAHRS Ag #	0201
Fund #	2201
Activity / Location	EA05
Org / Sub Org	3201
Rpt Category	A844
Project / Sub Proj	

Per Diem in Lieu of Subsistence	
Taxable Meals	
Non-Taxable Meals	84.00
Lodging	
Registration	
Total Rental Cost	
Travel in Private Vehicle	14.00
Travel in Rented Vehicle	
Travel in Public Carrier	
Other:	51.80
Sub Total	149.80
Less: Travel Advance	
Less: PTE Lodging	
Less: PTE Public Carrier	
Less: PTE Registration	
Net Payment (Overpayment)	$149.80

Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Traveler: Alice White Title: Payroll Accountant Date: 10/06/2025

Approved by: Charles Brown Title: Accounting Director Date: 10/06/2025

Verified by: Angela Hall Title: Payroll Director Date: 10/06/2025

PENALTY FOR FRAUDULENT CLAIM - fine of not more than $250; civilly liable for full amount received illegally; removal from office or position held (Section 25-1-81 and 25-1-91, Miss. Code Ann.-1972)

Form 13.20.10

Itemized Statement of Travel Expense SPAHRS Ag #: 0201 Name: PID#:

Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses Item	Other Authorized Expenses Amount
Non-Taxable Meals											
10/1/2025	To pick up rental car	115 Woodsong Way, Terry, MS to 10 Airstream LN, Byram, MS	10.00								
10/2/2025	To gain a better understanding of new payroll rules and regulations	115 Woodsong Way, Terry, MS to 100 Perry St, Gulfport, MS to 2302 E Pass Rd, Gulfport, MS (169 miles)			20.00	34.00	68.00	54.00	*stayed with relative	tips	10.80
10/3/2025	To gain a better understanding of new payroll rules and regulations	2302 Pass Rd, Gulfport, MS to 100 Perry St, Gulfport, MS to 115 Woodsong Way, Terry, MS (169 miles)		10.00	20.00		68.00	30.00		tips	6.00
10/4/2025	To drop off rental car	10 Airstream LN, Byram, MS to 115 Woodsong Way, Terry, MS	10.00							gas	35.00
Total			20.00	10.00	40.00	34.00		84.00			51.80

Taxable Meals											
Total											

Overall Total Miles Calculated	20.00
Mileage Reimbursement Rate	0.700
Total Mileage Dollar Amount-Non Taxable	14.00

Please refer to the DFA - Office of Purchasing, Travel, and Fleet Management website for the Mileage Reimbursement Rate

Travel Voucher Back-up Documentation

- General Travel *(In-state):*
  - MDE Travel Voucher Checklist - **NEW**
  - Travel Voucher with all signatures
  - Approved Travel Authorization
  - Hotel Receipts with a “zero” balance
  - Mileage print-out for 100 miles or more
  - Receipts for other authorized expenses over $10.00 (uber, taxi, parking, etc.)

Travel Voucher Back-up Documentation

- Conference, seminars, summits, etc. travel requires the following documentation:
  - MDE Travel Voucher Checklist - **NEW**
  - Travel Voucher
  - Travel authorization
  - Conference information that lists the name of the hotel and hotel rates
  - Agenda
  - Receipts for other authorized expenses over $10.00

Travel Voucher Back-up Documentation

- Out-of-state travel requires the following documentation:
  - MDE Travel Voucher Checklist - **NEW**
  - Travel authorization (Signed by Supervisor, Chief of the Department and State Superintendent of Education)
  - Conference information that lists the name of the hotel and conference hotel rate
  - Flight invoice and flight receipt (personal and/or Avanti tickets)
  - Conference Agenda
  - Hotel Receipts with "zero" balance
  - Receipts for other authorized expenses over $10.00 (uber, taxi, parking fees)

Travel Checklist - After you travel…(cont.)

MDE TRAVEL CHECKLIST

(This document must be submitted with Travel Vouchers and all other required back-up documentation)

FRONT OF TRAVEL VOUCHER

_____ Name agrees with PID
_____ Name agrees with PIN/WIN (Circle and Print)
_____ Home address printed *(physical address)*
_____ Date is actual dates of travel **not** a place.
_____ Accounting Block lists correct Budget Codes *(Include the Internal Order Number in the Reporting Category section as well)*
_____ Availability of Funds *(Program Office to Review prior to approval for payment)*
_____ All signatures applied for Travel Reimbursement *(Include signatures, titles, and dates)*

BACK OF TRAVEL VOUCHER

_____ Actual dates traveled recorded
_____ Purpose of Travel listed
_____ Points of Travel listed: Physical Address (**NOT** City, Town, School or County)
_____ Printout of calculation of total miles traveled from site used
_____ Mathematical Correctness checked

RECEIPTS

_____ Hotel / Motel receipt has zero ($ 0.00) balance.
_____ Hotel / Motel receipt has name and address of Hotel / Motel.
_____ Receipts (baggage, taxi, buses, etc.) attached **if** over $10.00.
_____ If a rental was used, include gas receipts if claiming reimbursement.

OTHER

_____ If applicable, "Early Departure" (Before 6 AM first day) or "Late Arrival" (After 8 PM on last day) is footnoted.
_____ If applicable, when Lodging is with friend or relative, it is footnoted but **not** reimbursable.
_____ If applicable, when two or more employees share Lodging, separate receipts showing Pro-Rata Share is attached.
_____ If applicable, Travel Authorization Form, Airline Itinerary, and Conference Information must accompany Out-of-State Travel Voucher (agenda and registration information).

Note the following:

- ***For Travel Advances, please submit timely to allow for processing. Upon return, please submit your completed travel voucher with all support documentation, and payment of refund (if applicable).***
- ***Please allow 10 days after receipt into the Office of Accounting for processing.***

****Signing this document signifies that I have reviewed and verified using this checklist.***

Signature: __________________
Date: __________________

New Requirement

New Rule

- The MDE Travel Coordinator will make any adjustments for variances of $10 or less in the final reimbursement amount.
- Travel Vouchers will be returned to the program for review and correction for variances greater than $10.

REMINDER

- If travel is paid with grant funds, the Travel Authorization and Travel Voucher need to be routed to and approved by the Office of Grants Management **BEFORE** being sent to the Office of Accounting.

REMINDER

- Non-compliance with any of these travel rules may result in denial of reimbursement requests and/or repayment of expenses incurred by MDE.

Questions

Yulanda Wesley

Director of Payroll, Travel and Property

ywesley@mdek12.org