



**THE UNIVERSITY *of*  
MISSISSIPPI**

# **Student Travel Information Handbook:**

**Essential steps, sample forms, and references for  
University Travel**

**2023-2024 Edition**

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# The Basics: Traveling with the University

In order to make travel a simplified and standardized process, the University Procurement Office has established rules for all individuals traveling on behalf of the University. All information provided by the University's travel department is available via their website: <https://procurement.olemiss.edu/travel/>. The following is a simplified breakdown of these policies and procedures for students traveling on behalf of the University of Mississippi School of Law.

For any further information, please review the Procurement website, as this information can change regularly. You may also contact the Dean's Suite Operations Coordinator, Alayna Poston, at [akpostol@olemiss.edu](mailto:akpostol@olemiss.edu) or 662-915-7361.

## Step-by-Step: Student Travel with the University of Mississippi

### Time Frames and Deadlines

#### Prior to Trip: At least 3 weeks prior to departure

1. Complete Student Travel Information Form (HR-related, time sensitive)
  - a. See page 8 for example form
2. Complete Student Travel Estimates Form (complete with estimates for airfare (2 quotes from 2 different airline sites – Expedia does not count, and estimates for hotel)
  - a. See page 9 for example form
3. Review, sign and return Reimbursement Guidelines and Information Form
  - a. See page 7 for example form

4. Once all forms are completed, including Student Directory Card from the University's HR Department, then a Travel Authorization can be drafted
  - a. Travel Authorization must be signed by student to be submitted.
  - b. Request any advances for trip via Travel Authorization. MUST be submitted to Travel at least 2 weeks prior to departure for advance.

**After your Trip: ASAP (but no later than 2 weeks after trip)**

1. Return all receipts, including itemized hotel, itemized meals, taxi, baggage, etc. Please see following page for more information.
2. Digital rideshare receipts, such as Uber or Lyft, are accepted but must contain all ride information for submission.
3. If you are unsure if a purchase is reimbursable, address this with submission.
4. Once all receipts have been submitted, a Travel Reimbursement can be drafted
  - a. Travel Reimbursement must be signed by student to be submitted.
5. After Travel Reimbursement is submitted, it will be processed by our Travel department. You may be reached out to at this time for any questions or adjustments.
  - a. If you have spent less than your original advance, you will be asked at this time to reimburse the difference. Please see Alayna Poston with any questions on this process.

**Please continue to the next page for more detailed information.**

## IMPORTANT TRAVEL INFORMATION FOR STUDENTS

### BEFORE YOUR TRIP

1. Before your trip, it is important to meet with your group, as well as the Dean Suite Receptionist, Alayna Poston, to discuss the details of your trip **at least** three weeks before your departure.
2. Every student that intends to travel will need to complete **three** forms to begin the process:
  - a. Student Travel Estimates Form
    - i. With this Travel Estimates form, please submit the quote for your hotel stay and at least two airfare quotes from different airline websites, including flight details.
  - b. Student Travel Information Form
  - c. Reimbursement Guidelines and Information Form
    - i. Copies of all forms are available upon request from Dean's Suite Receptionist
3. After submitting your Student Travel Information Form, an E-Form will be processed with HR. HR will reach out to you via email to complete a Student Directory Card. **If this card is not completed, you will not be able to travel.**
4. Once all of these steps are completed, a Travel Authorization can be drafted for your trip. This Travel Authorization requires a student signature, as well as a signature from Dean Cox-McCarty.
  - a. If you are requesting any advances, your Authorization must be submitted **at least** two weeks prior to departure. Keep in mind the above processing times with HR.

### DURING YOUR TRIP

1. Keep copies of **all original receipts**, including meals, taxis, baggage, etc. These original receipts must be submitted following your trip.
  - a. If you are staying at a hotel, you must request an **itemized hotel receipt** at the end of your stay. This will show all applicable fees and taxes for your stay and is the only receipt that will be accepted by the Travel department.
  - b. All food receipts **must be** itemized in order to be reimbursed. **NO alcoholic purchases will be reimbursed.**
  - c. Digital rideshare receipts, such as Uber or Lyft, are accepted, as long as they show all fees paid. These can be forwarded directly to [akposto1@olemiss.edu](mailto:akposto1@olemiss.edu).
2. If you are unsure if a purchase is reimbursable, please reach out via phone or email prior to making the purchase.

### AFTER YOUR TRIP

1. Return **all** receipts for any trip expenses, including itemized food, baggage, hotel, taxi, and airfare (with itinerary) receipts. These should be returned **as soon as possible** for a timely reimbursement.
2. A Travel Reimbursement will be drafted for all of your reimbursable expenses and will require your signature for submission.
  - a. If you have any questions regarding your reimbursable expenses, please reach out to Alayna Poston at [akposto1@olemiss.edu](mailto:akposto1@olemiss.edu) or drop by the Dean's Suite at any time.

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662.915.7361  
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# **DEAN'S SUITE SAMPLE FORMS**

## Reimbursement Information for Students

1. Your information must be processed through the human resources department before you can get a travel advance or reimbursement.
2. You may request an advance to pay for airfare, hotel, cab fare, baggage check, and meals before your trip. If you request an advance, you must provide information to process the travel authorization 10 days before your trip. Any advance given for a trip that is not taken or is cancelled must be reimbursed to the law school.
3. If you receipt less than you were advanced, you must reimburse the University.
4. Students are no longer allowed to rent vehicles for their trip, per the Univeristy's Travel Office.
5. Mileage and airport parking for 136 mile round trip to airport (if applicable) @ **.655 per mile**
6. When traveling by plane, please provide an itinerary. You must show proof of purchase of the plane ticket, and only a receipt that shows the last four digits of your credit card is allowed.
7. Each student group sets the maximum daily meal reimbursement amount. Please discuss this with your members **before** the trip. If no limit is set by the group, the maximum allowed by the travel office will be used. Different cities have different maximum amounts. High cost cities, such as Washington and New York, have a higher daily rate than most others, refer to the travel guidelines.
8. Please keep **all original** receipts including itemized gasoline receipts. **The travel office will not accept pictures of receipts. These receipts are kept on file in the law school and are readily available upon the auditors or procurement request.** Receipts are required for meals, taxis, parking, metro rails, hotel and baggage.
9. Meal receipts must be itemized showing actual items purchased. If not, no reimbursement can be given. Any food receipt showing two meals will be divided in half unless you are purchasing a meal for a team member.
10. No more than **20%** tip per meal is allowed.
11. **All hotel receipts must be in the name of the person requesting reimbursement. If your executive officer makes the reservation, when you check in and give your credit card, ask the hotel to put the receipt in your name. The hotel receipt must show the rates for each night plus any other charges. Express check out receipts are not acceptable. No personal phone calls, games, or movies are allowed.**
12. No alcoholic beverages.
13. Please email me, call me, or come by the Dean's Suite anytime if you have questions. If you are traveling and have questions, please call me.

I HAVE REVIEWED AND I UNDERSTAND THESE POLICIES: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date

Thank You  
Alayna Poston  
akpostol@olemiss.edu  
662.915.7361  
Revised 28 Feb 2023

**INFORMATION FORM – FOR TRAVEL ONLY**

**Information will be used to complete E-Forms for student travel**

**DATE:**

**NAME**

**STUDENT ID**

**DATE OF BIRTH**

**EMAIL ADDRESS**

**CONTACT NUMBER**

**TRAVEL DESTINATION**

**IDENTIFY THE COMPETITION -**

**TRAVEL DATES**

**CURRENT MAILING ADDRESS**

**Please complete and return to me**

**Thank you.**

**Alayna Poston  
School of Law  
[Akposto1@olemiss.edu](mailto:Akposto1@olemiss.edu)  
Dean's Suite Reception Desk  
915-7361**



**TRAVEL ESTIMATES**

**NAME:** \_\_\_\_\_

**TRAVEL DATES:**  
\_\_\_\_\_

**DESTINATION:**  
\_\_\_\_\_

**PURPOSE FOR TRAVELING:**  
\_\_\_\_\_  
\_\_\_\_\_

**TRANSPORTATION:**

**MILEAGE:** Oxford to Memphis (136 miles round trip X .655=\$89.08 \_\_\_\_\_

**OTHER MILEAGE:** \_\_\_\_\_

**TAXI:** \_\_\_\_\_

**RENTAL VEHICLE (if applicable):** \_\_\_\_\_

**AIRFARE:** \_\_\_\_\_

**AIRPORT PARKING:** \_\_\_\_\_

**LODGING:**

**HOTEL:** \_\_\_\_\_

**MEALS:** \_\_\_\_\_

**REGISTRATION FEE:** \_\_\_\_\_

**ACCOMPANIED BY:**  
\_\_\_\_\_  
\_\_\_\_\_

Please provide two airfare quotes.

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