

**The University of Mississippi
Consultant/Participant
Expense Reimbursement Form**

<insert name of event, workshop, training, etc.>

<insert dates>

Name _____

Mailing Address _____

(must match W-9) _____

Email Address: _____

Dates:						Item Total
_____ Miles @ \$0.58 / mile						\$ -
Parking						\$ -
Shuttle / Taxi						\$ -
Rental Car						\$ -
Fuel						\$ -
Airline Flight						\$ -
Lodging						\$ -
Meals						\$ -
Baggage Fees						\$ -
Other Expense (include explanation)						\$ -
Total travel expenses:						\$ -

An **original itemized receipt** is required for the reimbursement of all travel expenses to be reimbursed except mileage and use Rand McNally's website to calculate mileage . Payment of the above travel expenses is subject to audit based on university procurement policy and federal and state guidelines. Reimbursement will only be made for approved travel expenses.

- Printed mileage from Rand McNally
- Itemized airline receipt showing flight information
- All receipts have paid or zero balance
- Meal receipts are itemized, tips not to exceed 20% pre-tax amount
- Documentation attached for explanation of receipts (as needed)
- Completed W-9 attached