



THE UNIVERSITY of  
**MISSISSIPPI**  
Procurement Services

### Expense Reimbursement Form

Name of event, workshop, training, etc.: \_\_\_\_\_

Dates: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Dates:						Item Total
_____ Miles @ \$_____/ 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 Google Maps 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.

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