

# Travel Reimbursement Guide for Non-UM Travelers

This guide explains how to reimburse travel expenses for individuals who are **not** employees or students of the University of Mississippi (UM).

## Important Reminder

Before traveling, make sure the traveler understands these guidelines to avoid issues with reimbursement.

## Flights

- **Preferred Option:** Book flights through a State Travel Agency (recommended agencies below). The invoice should be submitted with a **Request for Payment (RFP)** and supporting documents.
- **If the traveler books their own flight:** They must provide a **paid receipt** (not a quote or estimate) for reimbursement. Two quotes are not required. The invoice should be submitted with a **Request for Payment (RFP)** and supporting documents.

### Recommended State Travel Agencies:

- **Travel Leaders Memphis** (Vendor #6526631) – 901-761-1708
- **Avanti Travel** (Vendor #6500362) – 601-987-9353

## Lodging

- UM has agreements with hotels in Oxford, which can bill the department directly. Attach the invoice to an RFP along with supporting documentation.
- If the traveler stays in a hotel **before arriving in Oxford**, you can request reimbursement through an RFP.

## Meals

- UM **does not** provide per diem reimbursements for non-UM travelers.
- Travelers **must** submit **itemized receipts** to be reimbursed. Remind them that many airport vendors do not provide itemized receipts unless requested.
- **Tips:** Reimbursable up to **20% of the subtotal** (not including taxes).

## Uber, Taxis, and Rideshare Services

- Receipts **must** show payment.
- Tips **cannot exceed 20%** of the total fare.

## Rental Vehicles

- Travelers **must** rent the vehicle themselves and submit a **paid receipt** for reimbursement (not a quote, estimate, or reservation confirmation).
- Rentals should only cover the duration of the trip.
- Travelers **cannot** use the UM discount code.

## Mileage Reimbursement (Personal Vehicles)

- Travelers can be reimbursed for mileage based on the **current rate** posted on UM's website.
- A **Google Maps printout** showing the starting and ending addresses **must** be included.
- **Round-trip** mileage should be doubled.
- If claiming mileage reimbursement, **fuel costs cannot also be reimbursed**.

## Accounting Codes for Reimbursement

Use the appropriate **General Ledger (GL) code** based on the traveler's role:

- **55780** – Speakers, consultants, or service-related expenses (Form 13).
- **55785** – Speaker, consultant, or visitor expenses (RFP).
- **55860** – Candidate expenses.
- **55855** – Student recruitment expenses.

## Vendor Number Requirement

All travelers must have a **vendor number** for reimbursement.

- **Check payment only (no services performed):** Department can create a **55 vendor number**.
- **ACH/direct deposit, Form 13 payments, or international wire transfers:** Requires a **65 vendor number**.
- For vendor setup, visit the **Vendors page** or email [vendors@olemiss.edu](mailto:vendors@olemiss.edu).

## Required Documentation for RFPs

- **Candidates:** Provide an itinerary or job application number, along with document showing the travel dates.
- **Speakers:** Provide event details that contain the date of speaking, to whom they are speaking and where they are speaking.
- **Visitors:** Provide the purpose of the visit, along with who they are meeting with, and the travel dates.