

**UNIVERSITY OF MISSISSIPPI MEDICAL CENTER
CONSULTANT TRAVEL REIMBURSEMENT FORM
(To be Submitted with Consultant's Invoice)**

Date Completed: _____

Consultant Name: _____

UMMC Division or Department _____

Consultant Invoice # _____

PO #: (If applicable for contract related services) _____

POINTS OF TRAVEL

From _____ To _____ Mode _____ Date _____

From _____ To _____ Mode _____ Date _____

DATE Month & Date	TRANSPORTATION			MEALS AND LODGING					OTHER AUTHORIZED EXPENSES	
	Private Auto Miles	Private Auto Amount	Public Carrier Amount	Meals			Hotel Rooms	Daily Total	Itemized Type of Expense	Amount
				Breakfast	Lunch	Dinner				
TOTALS									TOTAL	
		(1)	(2)					(3)		(4)

GRAND TOTAL
Sum (1) thru (4)

I certify that I have examined the above form and supporting receipt documentation, and that all receipts are enclosed for the expenses being claimed.

Consultant Signature: _____ Date: _____

UMMC Division/Department Signature: _____ Date: _____

CONSULTANT TRAVEL POLICY

Airfare: Tourist accommodations ONLY! No first class or business class. A copy of the airline ticket must be provided as receipt documentation. If the consultant intends to leave earlier or return later than the scheduled meeting dates to take advantage of a lower airfare, written justification should show the actual cost savings including all extra expenses incurred (hotel charges and meals).

Baggage Handling: Receipt required and explanation if in excess of \$10.00 for total trip.

Meal Reimbursement: Actual meal cost not to exceed the State approved per diem rate for the local area.

Mileage: Official business mileage will be reimbursed at the State approved rate. Points of travel must be identified. UMMC will pay the lesser of tourist airfare or mileage.

Hotel: Single room rate only. Itemized hotel bill required as a receipt

Parking at Airport: Receipt required

Taxi: For official business only. Receipts are required. Taxis for personal trips to dinner, etc... will not be reimbursed

Phone Calls, postage: Reimburse for official business only. Personal calls or postage will not be reimbursed. Receipt documentation is required.

Note: Under no circumstances shall the consultant's hotel room, meals, or other travel expenses be billed to UMMC. All travel costs should be paid directly by the consultant. Spouse travel is not allowed, and will not be reimbursed