Travel Expense / Reimbursement Policy

1. All reimbursement requests must be completed on the *Travel Expenditure / Reimbursement Form*.
2. Itemized receipts must be attached for all expenditures. Expense reimbursements will not be processed without appropriate receipts.
3. Small receipts should be taped down to an 8.5 x 11 sheet of paper for scanning purposes.
4. *Millsaps* will not reimburse personal expenses such as movies, dry cleaning, personal telephone calls, as well as spouse travel, meals, and lodging.
5. Use of personal automobiles for College business will be reimbursed using the IRS Standard Mileage Reimbursement Rate. This reimbursement rate covers all transportation and operating costs including fuel and oil. Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance.
6. Air travel will be reimbursed at the economy air fare rate.
7. Complete information must be provided on entertainment expenses to comply with IRS regulations. This includes the individual(s) name, title and place of employment or relationship to *Millsaps* as well as the business purpose and location of the entertainment. If this information is not provided then your request will be returned to you.
8. All requests must include the full general ledger account number.
9. Travel reimbursements of $20.00 or less may be received in the Business Office via a petty cash reimbursement. Receipts must be attached for all expenditures. Reimbursement requests must have proper approval signatures.
10. Travel expense reports should be filed within 15 days from the date the expense incurred. Failure to do so could result in expenses being disallowed and/or being recognized as taxable income to the employee. Ref. IRS Pub. 463.
11. Employees may not approve their own expenses.
12. The following will be reimbursed at the discretion of the Designated Department Personnel: meals during travel when no overnight travel occurs; meals at the local airport; mileage or gas for the commute to and from the local airport.