

UNIVERSITY OF MISSISSIPPI MEDICAL CENTER TRAVEL POLICY
AS RELATED TO OUTSIDE VENDORS

Airfare: Tourist accommodations ONLY! No first class or business class. A copy of the airline ticket must be provided as receipt documentation.

Baggage Handling: Receipts are 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. Receipts are required.

Mileage: Official business mileage will be reimbursed at the State approved rate. Points of travel must be identified.

Hotel: Single room rate only. An itemized hotel bill will be required for receipt documentation.

Parking at Airport: Receipts are required

Taxi: Receipts are required.

Rental Car: Compact or Intermediate car unless justified. Itemized receipts are required.

Miscellaneous expenses, such as printing, postage, etc. require receipt documentation.

NOTE: All travel costs for hotel, airline, etc., should be paid by the vendor and billed to UMMC for reimbursement. Under no circumstances shall the vendor's hotel room, meals or other travel expenses be billed directly to UMMC by third party providers.