

The University of Mississippi
Consultant/Participant
Expense Reimbursement Form
State Marine Aquaculture Coordination Network Workshop
May 16 - 18, 2023

Name

Mailing Address

(must match W-9)

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.

- ☐ Printed mileage from Google Maps
- ☐ Itemized airline receipt showing flight information
- ☐ All receipts have paid or zero balance
- ☐ Meal receipts are itemized, tips not to exceed 20% pre-tax amount
- ☐ Documentation attached for explanation of receipts (as needed)
- ☐ Completed W-9 attached

When food/beverage is provided by NSGLC, any additional food/beverage purchased during that time will not be reimbursed*
*excludes purchases necessary for dietary restrictions with prior knowledge of their dietary restriction/allergy

The NSGLC will reimburse participants for the costs of meals up to the maximum state reimbursement rate for the geographic area in which the workshop is located. Reimbursement of alcoholic beverages is not permitted.

The University of Mississippi will not reimburse for alcoholic beverage purchases. By signing this form, you are attesting that none of the above charges include alcohol purchases.

Signature: _____ Date: _____