

National Sea Grant Law Center

Travel Support Request Guidance

For workshops and meetings where travel support is available through the National Sea Grant Law Center, participant travel expenses will be reimbursed based on guidance provided by the planning committee and the travel policies of the University of Mississippi.

Consultant Participant Reimbursement Form

Participants must:

1. Complete and sign a copy of the Consultant Participant Reimbursement form.
2. Submit the Consultant Participant Reimbursement form along with all itemized receipts* to Lauren Fremin via email at Lrfremin@olemiss.edu.

**The NSGLC will reimburse participants for all reasonable and allowable travel expenses, including lodging, meals, mileage, airfare, rental car, and parking, based on the circumstances of individual travelers and meeting locations (see below). Itemized receipts are required for all claimed expenses, including meals.*

- Meal Reimbursement: 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. 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*

- Mileage: The NSGLC will reimburse for mileage for travel in a private vehicle based on the UM 2022 mileage rate of \$0.655 per mile. The street address of departure point should be noted on the travel form.

New Vendor Application*

Participants seeking reimbursement must:

1. Submit a Vendor Application through the University of Mississippi's Vendor Application Portal (<https://procurement.olemiss.edu/new-vendor-application/>). The application includes two required forms (W-9 and Procurement and Accounts Payable Information Form).
2. Upload vendor application documents via portal (see above) either in advance of the workshop or upon submission of the Consultant Participant Reimbursement form.
3. Notify Lauren Fremin via email when the forms are uploaded (Lrfremin@olemiss.edu).

**If you've already submitted a vendor application with the University of Mississippi, you do not need to repeat this. If you are unsure, please contact Lauren Fremin at Lrfremin@olemiss.edu*