

MISSISSIPPI STATE UNIVERSITY  
MILEAGE REIMBURSEMENT AUTHORIZATION FORM

In computing reimbursable driving expenses for \_\_\_\_\_ (name of traveler) to use his/her private vehicle for travel on \_\_\_\_\_ (dates) from \_\_\_\_\_ (origin) to \_\_\_\_\_ (destination)

the "total cost of driving" has been compared with the "total cost of flying".

**"Total cost of driving"** includes enroute meals, enroute lodging, and the official rate for mileage reimbursement when a private vehicle is used for State business.

**"Total cost of flying"** includes the lowest unrestricted air fare, charges for shipping of equipment and/or supplies required at destination, and all required ground transportation including rental car, where applicable, at destination.

**This form is needed for out-of-state travel when the distance traveled in a privately-owned vehicle exceeds 250 miles from the traveler's official duty station.**

Check one of the following:

\_\_\_\_\_ The "total cost of driving" was found to be less expensive than the "total cost of flying".

\_\_\_\_\_ The "total cost of flying" was found to be less expensive than the "total cost of driving". Reimbursement should be limited to the "total cost of flying".

\_\_\_\_\_ The "total cost of flying" was found to be less expensive than the "total cost of driving". However, in my opinion it is in the best interest of this institution that the above named employee use his/her private vehicle in this instance.

APPROVED:

Department Head/Budget Administrator \_\_\_\_\_