

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 when out-of-state travel in a personal vehicle is claimed. Please indicate that this form has been completed on A-03 form in space provided.

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 _____