Travelers must use the “COVID-19 Travel Voucher”.

Travel related to the COVID-19 Epi Response is exempt from the Trip Optimizer System requirements.

Travel should be submitted weekly.

For the first reimbursement, put all travel (not already claimed) on one form.

**General Travel Guidance:**

**Per IRS regulations and DFA Travel Manual:** For staff temporarily reassigned to another location (temporary place of work for less than one year) they will be reimbursed for authorized and documented expenses between home and the temporary place of work if the temporary place of work is not within the city or town of their regular place of work.

Staff are still required to follow other state and agency travel policies, except for the Trip Optimizer System. Again, travel related to the COVID-19 response is exempt from the Trip Optimizer System requirements.

**Meals:** Meals are only allowed for overnight stays. Use the existing MSDH policy for meal allowances. **If a meal is being provided, no meal reimbursement is allowed.**

**Lodging:** Individuals who need lodging may make their own reservations and use their agency travel card or submit for reimbursement on the COVID-19 Travel Voucher.

*If you have any questions, please email oepr.finance@msdh.ms.gov or call 601-933-6704 and ask for Sherika Trader. If she is unavailable, ask for Sharon McCain.*

(See next page for DocuSign Instructions)
COVID-19 TRAVEL VOUCHER DOCUSIGN INSTRUCTIONS

1. The COVID-19 Travel Voucher should be filled out and submitted WEEKLY.
2. From the link provided on the MSDH website under Employee Documents, click to open the initial page. The Power Form Signer page will open.

   ![Power Form Signer](image)

3. Employee must provide name and email address.
4. Enter your **Response Supervisor or Regional Administrator, as appropriate**, name and email address.
5. Click “**Begin Signing**” box in the bottom right corner. The document will open.

   ![Document](image)

6. Click on the yellow “**Continue**” box. This will bring up the document to complete.
7. Enter all your **travel information**. (Miles, meals, hotel or other authorized expenses). All totals will be calculated for you.
8. Once all your information is input go to bottom of page, click on “drop down” box and select correct mileage rate (.575). The Total will be calculated automatically.

9. Scroll down to second page and input all **employee information** including Last 4 of SSN, PIN #, Address. ALSO, check the box on the right-hand side about what your employment status is with MSDH (employee, contract worker, board member) AND click Trip Optimizer as NO.

10. Check box to indicate “In-State, Out-of-State, Out-of-Country, PTE Request”.

11. Enter any amounts from Previous Page in appropriate box. **Make sure all total match on both sheets!**
12. Click on yellow “Sign” box to insert your signature, type in your Title and date and time are already provided.

13. Click on yellow “Finish” box at bottom or top of form.

14. This will complete your section of the COVID-19 Travel Voucher. It will be sent to your Response Supervisor or Regional Administrator you entered on the initiation screen for approval then to oepr.finance@msdh.ms.gov email for verification and submission for reimbursement.

**If you have any questions, please email oepr.finance@msdh.ms.gov or call 601-933-6704 and ask for Sherika Trader. If she is unavailable ask for Sharon McCain. **