



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Regular Travel Voucher DocuSign Submission Instructions (Revised 9/30/2020)

Form 13.10.10

Please Note: Travel Related to COVID-19 must be submitted on the “COVID-19 Travel Voucher” and not the Regular Travel Voucher.

In addition, travel policies and procedures are in Section 11.0 of the Administrative Manual that can be found on the agency Intranet.

1. From the link provided on the MSDH website under Employee Documents, click to open the initial page. The Power Form Signer page will open.

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.
Please enter your name and email to begin the signing process.

Requester

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Verification

Name:

Email:

Approval

Name:

Email:

BEGIN SIGNING

2. In the **Requester** portion: Employee must provide their name and email address.
3. In the **Verification** portion: Enter the name and email address of the individual that verifies travel for your area.
4. In the **Approval** portion: Enter the name and email address of your supervisor.
5. Click the **“Begin Signing”** at the bottom of the screen. The document will open.

Please Review & Act on These Documents



Please review and DocuSign this travel voucher

Please review the documents below. CONTINUE FINISH LATER OTHER ACTIONS ▾

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.

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Itemized Statement of Travel Expense											SPAHRs Ag #: 0301		Name: Example Document		PID#: <input type="text"/>	
Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses						
										Item	Amount					
Non-Taxable																
09/21/2020	Site Visit	Base to 123 Bayview Av, Biloxi	150		10.00	15.00	38.00	25.00	106.00	See attached.	10.00					
09/22/2020	Site Visit	123 Bayview Av, Biloxi to Base	150	8.00	10.00		20.00	18.00		parking						
								0.00								
								0.00								
								0.00								

Note: If you are claiming the rental car cost from the trip optimizer system instead of actual mileage, record the rental cost amount from the trip optimizer system as “Other Authorized Expenses”. However, on the front of the travel voucher you will record this as “Total Rental Cost” (per DFA instructions).

8. Once all your information is entered, go the bottom of the page, click on the drop-down box, and select the correct mileage rate (.575). The Total Mileage Dollar Amount- Non-Taxable will be calculated automatically.

								0.00			
								0.00			
								0.00			
Total								43.00	106.00		10.00
		Mileage Reimbursement Rate	0.575	rent rate if no state vehicle available; enter current rate if state vehicle is available)							
		Total Mileage Dollar Amount-Non Taxable	172.50								

- Scroll down to the second page and input all employee information including Last 4 of SSN, PIN/WIN #, PID # and address. Also, check the box on the right-hand side about your employment status with MSDH (employee, contract worker or board member) AND check the appropriate Trip Optimizer information. If you check “No” you must select a reason in the drop-down box next to the date field.

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TRAVEL VOUCHER

Make sure totals on both sheets match!

State of Mississippi: MISSISSIPPI STATE DEPARTMENT OF HEALTH

Employee SSN (Last 4): 1234 PIN/WIN: 5678

Name: Example Document PID#: 305667

Address: 570 East Woodrow Wilson Jackson MS 39215

Check One:	
Employee	<input checked="" type="radio"/>
Contract Worker	<input type="radio"/>
Board Member	<input type="radio"/>

Trip Optimizer Attached	
Yes	<input type="radio"/>
No	<input checked="" type="radio"/>

Reason Why Trip Optimizer *is not* Attached

Other (reason listed in cell below)

Incident to official travel for the State from

Per Diem in Lieu of Subsistence

Statewide Elected Official	<input type="checkbox"/>
Emergency Grant	<input type="checkbox"/>
Not under BFM Purview	<input type="checkbox"/>
Traveled less than 100 miles	<input type="checkbox"/>
Utilized a Pool car	<input type="checkbox"/>
Public Service Commissioner	<input type="checkbox"/>
Other (describe)	<input type="checkbox"/>
Opted to take personally owned vehicle when pool vehicle is available	<input type="checkbox"/>

Taxable Meals	25.00
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- Indicate the dates of the travel and check the appropriate box for “In-State, Out-of-State, Out-of-Country or PTE Request”.

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from 09/21/2020 to 09/22/2020. The itemized statement follows.

Subsistence (per diem) (see cell below)

Check Box(es):	In-State	Out-of-State	Out-of-Country	PTE Request
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Required - Expense Type - In-State

Per Diem in Lieu of Subsistence

- Enter any amounts from the Previous Page in the appropriate box. **Make sure all totals match on both sheets!**

Per Diem in Lieu of Subsistence	<input type="text"/>
Taxable Meals	
Non-Taxable Meals	43.00
Lodging	106.00
Registration	<input type="text"/>
Total Rental Cost	<input type="text"/>
Travel in Private Vehicle	172.50
Travel in Rented Vehicle	<input type="text"/>
Travel in Public Carrier	<input type="text"/>
Other:	10.00
Sub Total	331.50
Less: Travel Advance	<input type="text"/>
Less: PTE Lodging	<input type="text"/>
Less: PTE Public Carrier	<input type="text"/>
Less: PTE Registration	<input type="text"/>
Net Payment (Overpayment)	331.50

12. You must also enter the ORG Code, Reporting Category and Project Number that will be used to pay the travel. If the employee does not know this information, it can be entered at the Verifier or Approval level.

Prior to Trip Expenses (PTE) Request:	
Lodging	<input type="text"/>
Public Carrier	<input type="text"/>
Registration	<input type="text"/>
Payment Information <i>(Traveler complete, if known)</i>	
Trip #	<input type="text"/>
Travel Voucher #	<input type="text"/>
SAAS Ag #	301
SPAHRS Ag #	0301
Fund #	<input type="text"/>
Activity / Location	
Org / Sub Org	0101
Rpt Category	0335
Project / Sub Proj	66000A50

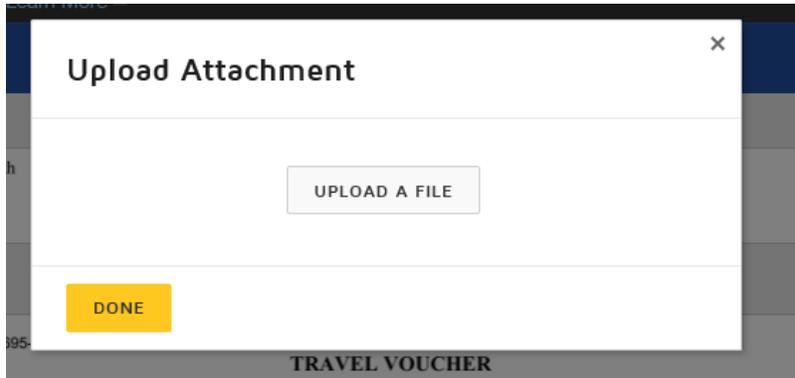
13. Hotel receipts, the trip optimizer and other required documents must be attached to the document. Select the paper clip at in the top right-hand corner.

Check One:	
Employee	<input type="radio"/>
Contract Worker	<input type="radio"/>
Board Member	<input type="radio"/>

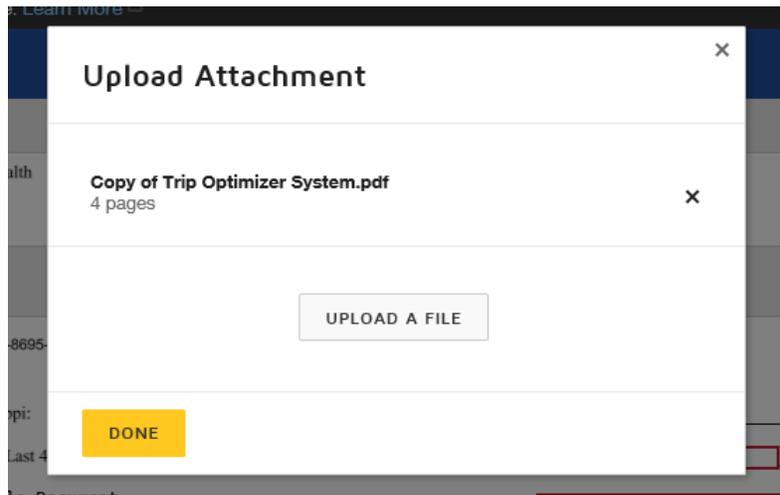


Optional

14. You can then upload the necessary files.

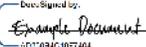


15. Select the **“Upload a File”** and then select the location and file of where the documentation is located. The file will now be shown in DocuSign. Select **“Done”** once all necessary documentation has been uploaded. The uploaded documentation will appear on the screen after the actual travel voucher form.



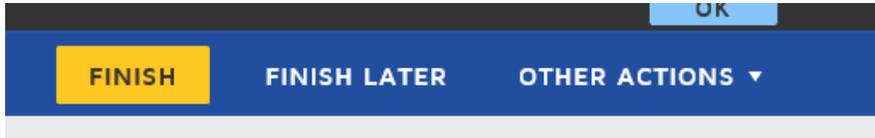
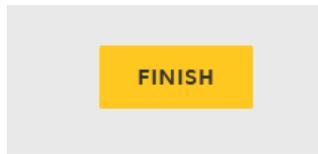
16. Click on the yellow **“Sign”** box at the bottom of the page to insert your signature and type in your title. The date and time are automatically entered by the system.

Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Traveler:	<small>Date Signed by:</small> 	Title:	SPO. IV	Date:	9/28/2020 1:43 PM CDT
Verified by:	_____	Title:	_____	Date:	_____
Approved by:	_____	Title:	_____	Date:	_____

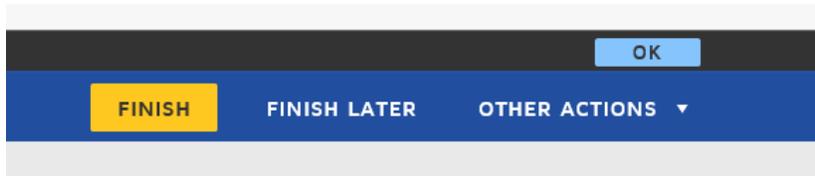
PENALTY FOR FRAUDULENT CLAIM - fine of not more than \$250; civilly liable for full amount received illegally; removal from office or position held (Section 25-1-81 and 25-1-91, Miss. Code Ann.-1972)

17. Click on the yellow **“Finish”** box at the bottom or top of form.

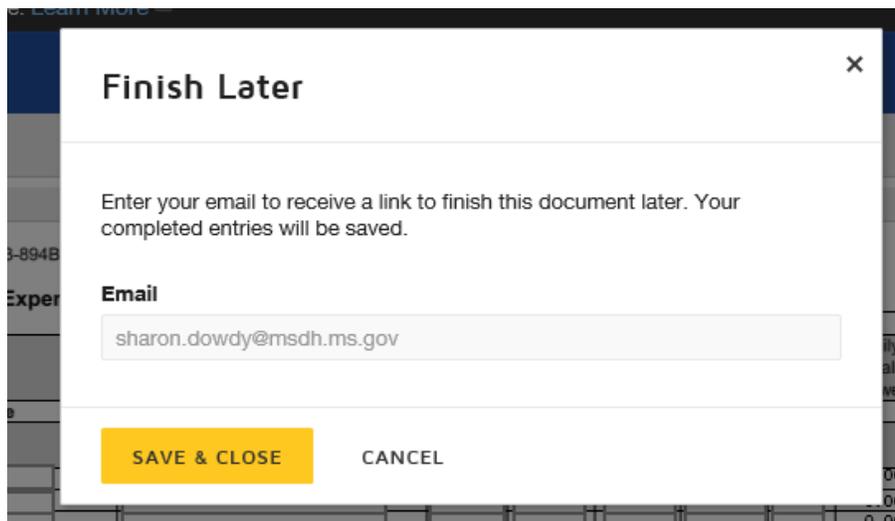


18. This will complete your section of the travel voucher and it will be sent to the verifier and approval person you entered on the initial screen for review and approval. Once those two individuals have verified and approved the travel voucher it will be automatically sent to MSDH.Travel@msdh.ms.gov for review and payment processing.

19. If you need to save your document and work on it later, select “**Finish Later**” at the top of the screen.



20. Enter your email address and you will receive an email with the link to return and finish your travel voucher later.



IMPORTANT!!

Travel Vouchers will automatically be rejected and returned to you for the following reasons before any detailed review is performed by MSDH Travel:

- Missing funding codes

- Incorrect funding codes used – must be ORG, Reporting Category and Project Code – not cost center, internal order number or functional area
- Missing signatures
- Totals on page one and page two do not agree
- Missing documentation, if required
- Two state fiscal years reported on the same form – they must be reported separately.
- Employee verifies or approves their own form