



Mississippi Forestry Commission

Travel Authorization and Reimbursement Instructions

○ **Step One:**

When traveling out of state, please fill out the Travel Request form completely in order to receive travel authorization. If you are only traveling in state please skip to Step Two. Links to the Travel Request form, and instructions on how to properly fill out the Travel Request form are provided below:

Travel Request Instructions: [Link Here](#)

Travel Request Form: [Link Here](#)

○ **Step Two:**

After returning from your approved trip, please complete the Travel Voucher form in order to receive reimbursement for the expenses incurred. A link to the Travel Voucher form is provided below:

Travel Voucher: [Link Here](#)

○ **Step Three:**

In order for us to process the reimbursement, we must have the following back-up documentation attached to the Travel Voucher form when the form is submitted.

- A signed copy of your hotel bill.
- Receipts (or proof of payment) for any expenses incurred on the trip, excluding meals. *Examples include: parking garage fees, rental cars, cab service, airline tickets, etc.*
- The maximum daily reimbursement rate for meals is \$41 per day unless you are in a high-cost area. Approved high-cost areas are revised each year by the Department of Finance and Administration. Click [here](#) to view the 2015 - 2016 list of high-cost areas.
- Travel Request form (when traveling out of state) in order for this form to be valid it must be signed by your Supervisor and the State Forester.

○ **Step Four:**

- Submit the Travel Voucher along with all attached back-up documentation to Candace McQuarter at the State Forester's office by e-mail or postal mail.
- E-mail address: cmcquarter@mfc.state.ms.us
- Mailing address: 660 North Street, Suite 300, Jackson, MS 39202

❖ **Note:** Travel Vouchers can only be entered into the system on Tuesday / Thursday each week. We must receive your complete set of travel documents by close of business on Wednesday in order to be entered into the system that week. Travel Vouchers cannot be processed if offices are closed due to a State Holiday.