### The University of Mississippi

**Travel Authorization**  
Travel Authorization: 771-

<table>
<thead>
<tr>
<th>Employee</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLEASE NOTE THE SAP PERSONNEL # IS A REQUIRED FIELD</strong></td>
<td>Phone #</td>
</tr>
<tr>
<td>Personnel #</td>
<td>Dept Name</td>
</tr>
<tr>
<td>Title</td>
<td>e-mail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of Meeting</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Date</td>
<td>Ending Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ESTIMATED COSTS</th>
<th>Please indicate with a &quot;X&quot; for Advance requests</th>
<th>Advance Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>80 Percent</td>
<td>yes</td>
</tr>
<tr>
<td>Meals/Lodging</td>
<td>Registration</td>
<td>yes</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>Airfare</td>
<td>yes</td>
</tr>
<tr>
<td>Other</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROVALS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval</td>
<td>Dept. Head or Dept. Chair</td>
</tr>
<tr>
<td></td>
<td>Dean or Admin Head</td>
</tr>
<tr>
<td></td>
<td>* Provost/Vice Chancellor</td>
</tr>
<tr>
<td></td>
<td>* Chancellor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Traveler</th>
<th>Date</th>
<th>Funds Available</th>
<th>Date</th>
</tr>
</thead>
</table>

*International Travel Requirement*

Signatures must be obtained from the Provost/Vice Chancellor and the Chancellor along with attaching a Request for Approval of International Travel form prior to submitting to Procurement Services for processing.