

**The University of Mississippi  
Travel Authorization**

**Travel Authorization: 771-**

<b>CONTACT</b>	<b>Employee</b>		<b>Contact Person</b>					
	***PLEASE NOTE THE SAP PERSONNEL # IS A REQUIRED FIELD			<b>Phone #</b>				
	<b>Personnel #</b>		<b>Dept Name</b>					
	<b>Title</b>		<b>e-mail</b>					
<b>CONVENTION, ASSOCIATION OR MEETING</b>			<b>In-State</b>		<b>Out-of-State</b>		<b>Out-of-Country*</b>	
	<b>Title of Meeting</b>							
	<b>Destination</b>							
	<b>Beginning Date</b>		<b>Ending Date</b>					
	<b>Purpose:</b>							
	<b>Accompanied By:</b>							
<b>ESTIMATED COSTS</b>	<b>Total Estimated Costs</b>			<b>Please indicate with a "X" for Advance requests</b>			<b>Advance Issued</b>	
	<b>Transportation</b>	\$		<b>80 Percent</b>	yes		no	
	<b>Meals/Lodging</b>	\$		<b>Registration</b>	yes		no	
	<b>Registration Fee</b>	\$		<b>Airfare</b>	yes		no	
	<b>Other</b>	\$			yes		no	
	<b>Total</b>	\$						
<b>APPROVALS</b>	<b>Account Number</b>	<b>Amount</b>	<b>Approval</b>	<b>APPROVALS</b>				
				<b>Dept. Head or Dept. Chair</b>			<b>Date</b>	
				<b>Dean or Admin Head</b>			<b>Date</b>	
				<b>* Provost/Vice Chancellor</b>			<b>Date</b>	
				<b>* Chancellor</b>			<b>Date</b>	
	<b>**Signature of Traveler</b>			<b>Date</b>		<b>Funds Available</b>		<b>Date</b>
	<b>**Signature of Traveler Agreement</b>							

By signing, travelers certify that they will follow COVID-19 protocols in effect for the travel destination. The traveler also agrees to check all of the travel warnings and alerts for this area prior to the trip and assumes any risk while traveling to this area. Warnings and alerts can be found at <http://travel.state.gov/content/passports/en/alertswarnings.html>

**\* 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.