



THE UNIVERSITY of
MISSISSIPPI

Interoffice Memorandum
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FROM: Lance Fulcher, Director of Procurement Services

DATE: June 24, 2024

SUBJECT: New International Travel Form and Procedures

Beginning July 1, 2024, a new International Travel Form will be posted on the Travel site for all employees to use for International Travel. This form will immediately take the place of the old form and must be used for any travel that is being requested from July 1, 2024 forward. If you have already received approval for a trip that is taking place after July 1, 2024, you DO NOT need to resubmit a new form. Also coming with the new request is a procedure document that will explain the signature process and how the form should be completed. Please make sure to review the new procedures document as it contains information pertinent to filling out the new form.