

The University of Mississippi Travel Authorization

Travel Authorization: 771-

CONTACT	Employee	TRAVELER'S NAME	Contact Person	THIS PERSON WILL BE WHO RECEIVES EMAILS REGARDING			
	***PLEASE NOTE THE SAP PERSONNEL # IS A REQUIRED FIELD		Phone #	THIS TRIP. THIS COULD BE THE TRAVELER OR IT COULD BE			
	Personnel #	TRAVELER'S PERSONNEL NUMBER (NOT STUDENT ID)	Dept Name	A DESIGNATED PERSON IN THE DEPT			
	Title	TRAVELER'S TITLE	e-mail				
		In-State		Out-of-State		Out-of-Country*	

CONVENTION, ASSOCIATION OR	Title of Meeting	WHAT IS YOUR CONFERENCE NAME/MEETING TITLE/ RESEARCH				
	Destination	WHERE ARE YOU TRAVELING TO? (CITY, STATE, COUNTRY)				
	Beginning Date	WHEN ARE YOU LEAVING?	Ending Date	WHEN ARE YOU RETURNING?		
	Purpose: WHY ARE YOU GOING? **PLEASE NOTE** IF YOU WOULD LIKE A REGISTRATION FEE ADVANCE YOU WILL NEED TO PROVIDE SOMETHING FROM THE CONFERENCE SHOWING THE PRICE OF THE REGISTRATION FEE. IF YOU WOULD LIKE AN ADVANCE FOR AIRFARE YOU WILL NEED TO PROVIDE THE FLIGHT THAT YOU PLAN TO TAKE AND A COMPARISON OF THAT QUOTE. IF YOUR FLIGHT PRICE INCREASES, YOU ARE REQUIRED TO SUBMIT ANOTHER COMPARISON QUOTE WITH YOUR REIMBURSEMENT VOUCHER.					

Accompanied By: IS ANYONE GOING WITH YOU? IF SO, WHO?

Total Estimated Costs		Please indicate with a "X" for Advance requests				Advance Issued	
Transportation	\$ AIRFARE/RENTAL CAR/TAXIS/PARKING/BUSES/ TRAIN	80 Percent	yes	TOTAL EST. COSTS LESS ADVANCES FOR REG. FEE/AIRFARE/ HOTEL	no	PROCUREMENT WILL FILL	
Meals/Lodging	\$ DAILY ALLOWANCE FOR DESTINATION/LODGING ESTIMATE	Registration	yes	DO YOU NEED REG. FEE UP FRONT?	no	THESE BOXES	
Registration Fee	\$ IS THERE A FEE REQUIRED TO ATTEND? IF SO, HOW MUCH IS IT?	Airfare	yes	DO YOU NEED AIRFARE UP FRONT?	no		
Other	\$ MEMBERSHIP DUES/ABSTRACT FEES/POSTER PRINTING	HOTEL/RENTAL CAR/MEMBERSHIP/ ABSTRACT	yes		no		
Total	\$ 0.00						

			APPROVALS			
Account Number	Amount	Approval				
<small>YOUR DEPT USUALLY PROVIDES THIS ACCOUNT NUMBER FOR TRAVELERS</small>		<small>SIGNATORY OF ACCOUNT'S INITIALS</small>	<small>DEPT HEAD OR DEPT CHAIR</small>		<small>Date</small>	
			WHOEVER YOU DIRECTLY REPORT TO WILL SIGN HERE			
			<small>Dean or Admin Head</small>		<small>Date</small>	
			<small>* Provost/Vice Chancellor</small>		<small>Date</small>	
			<small>* Chancellor</small>		<small>Date</small>	
PLEASE MAKE SURE EVERYTHING IS CORRECT ON THE FORM, THEN YOU WILL SIGN AND DATE HERE			PROCUREMENT WILL SIGN HERE ABOVE FUNDS AVAILABLE			
**Signature of Traveler		Date	Funds Available		Date	

****Signature of Traveler Agreement**

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.