

The University of Mississippi
MISSISSIPPI JUDICIAL COLLEGE
Post Office Box 8850
University, Mississippi 38677
(662) 915-5955

OUT-OF-STATE TRAVEL AGREEMENT

I, _____, hereby request funding for attendance at an out-of-state educational conference. I am one of the curriculum chair or designees for my group, the _____, to attend such travel during this fiscal year. I agree to attend 100% of the training sessions at the conference or forfeit funding. I agree to report back to my trainee group on valuable ideas from the conference, and to submit a one page report to the Mississippi Judicial College, within two months of my return from the conference. I understand that a copy of this agreement will be sent to the President of my group, so that they can relay any special interests to me prior to my attendance at conference.

Fiscal Year: _____

Conference Title: _____

Location: _____

Dates: _____

*Conference agenda attached.

Signed: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone: _____

APPROVED IN THE AMOUNT OF \$ _____

Cynthia D. Davis
Director

Date

NOTE: Funds for this travel will be committed upon completion and return of this form to the Mississippi Judicial College.

