OUT-OF-STATE TRAVEL AUTHORIZATION FORM
MISSISSIPPI BAR ASSOCIATION ANNUAL MEETING & JUDICIAL CLE SESSION
COUNTY COURT JUDGES

Please complete the following form and submit it to the Mississippi Judicial College via email to msjudcol@olemiss.edu or fax to 662-915-7845, no later than June 16, 2017:

Name _____

Office/Position _____ County Court Judge

Address _____

Telephone _____

Email _____

Conference Information:

Title of Conference Mississippi Bar Association Annual Meeting
Meeting Location Hilton Sandestin Beach Hotel, Sandestin, Florida
Dates July 12-15, 2017

Please indicate below the estimated amount of funds that you will be requesting for travel reimbursement from the Mississippi Judicial College. Please see University of Mississippi travel policies concerning allowable expenses.

Registration Fee ___ $350.00 before June 16, 2017
___ $370.00 after June 16, 2017

Lodging* _____ (for the nights of July 11, 12, 13 & 14)
Mileage _____
Meals* _____
Parking* _____
Other (Tolls*) _____

* *Pursuant to University of Mississippi travel policies, receipts are required for hotel expenses. Receipts are also required for parking and tolls if the amount claimed exceeds $10.00. Reimbursement for meals is limited to actual meal costs not to exceed the maximum daily meal allowance for the location.*

By signing below, I am requesting prior authorization for out-of-state travel pursuant to Miss. Code Ann. § 25-1-83. If approved, I understand that the Mississippi Judicial College will only reimburse those travel expenses allowable under University of Mississippi travel policies. By signing below, I also acknowledge that I must attend the "Judicial CLE Session" scheduled on Thursday, July 13, 2017, in order to be reimbursed for my allowable out-of-state travel expenses.

_____ _____
Signature of Judge Date

Prior Authorization for Out-of-State Travel:

___ Approved ___ Denied

_____ _____
Signature of MJC Director Date