

**MISSISSIPPI JUDICIAL COLLEGE
THE UNIVERSITY OF MISSISSIPPI
OUT-OF-STATE TRAVEL AUTHORIZATION FORM - GENERAL JURISDICTION**

Name _____
Office/Position _____ County Court Judge
Address _____
Telephone _____
Email _____

Conference Information:

Title of Conference General Jurisdiction (JS 610)
Meeting Location National Judicial College located at the University of Nevada, Reno, Nevada
Dates _____, 20__

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.

Tuition MJC funds will be authorized for use.
Conference Fee MJC funds will be authorized for use.
Travel/Airfare _____
Lodging _____
Mileage _____
Meals _____
Taxi/Luggage _____
Other _____
Total _____

* *Pursuant to travel policies, receipts are required for airfare and hotel expenses, and may be required for shuttle services, taxis, and parking. Receipts are not required for meal expenses but should be kept for verification purposes. However, reimbursement for meals is limited to only those meals not provided by the conference and for an amount up to the maximum daily meal allowance.*

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.

Signature of Judge

Date

Prior Authorization for Out-of-State Travel:

___ Approved

___ Denied

Signature of MJC Director or Dean

Date