

Travel Authorization

Summary/Purpose: When a travel authorization is required.

1. In-state and out-of-state travel to a convention, association, or meeting. Section 25-1-83 of the Mississippi Code requires written approval from the department head for employee attendance at any convention, association, or meeting in order for expenses to be reimbursed. A convention, association, or meeting is any program which is sponsored by a local, regional, or national organization to conduct an annual meeting, share information, present research papers, augment professional development, etc. Participation involves payment of a fee (registration, conference, tuition, etc.) to the sponsoring program.

The traveler's department head should approve the completed authorization form. Travel authorization forms for department heads/chairs must be signed/approved by their dean/administrative head. Travel authorization forms for senior management (i.e., vice chancellors) and department heads with a direct reporting line to the Chancellor, must be signed/approved by the Vice Chancellor for Administration and Finance, or his designee. Travel authorization forms for the Vice Chancellor for Administration and Finance must be signed/approved by the Chancellor, or his designee. The signatory officer for the account that will fund the travel must also sign the travel authorization form.

2. International Travel has been defined by the State of Mississippi as travel outside of the continental United States. Canada, Hawaii, Puerto Rico and Mexico are considered International Travel. Travel to Alaska is considered within the continental limits of the United States and meals would be reimbursed at the maximum state reimbursement rate allowed.

The employee's Vice Chancellor or the Provost, the Chancellor and the Office of Procurement Services must sign the travel authorization form prior to any trip involving International Travel. First, the traveler must complete a request for approval of international travel form and include a written statement that fully explains the specific benefits to the University from this travel and how this travel supports University goals and mission. This form must be signed by the traveler and his/her supervisor. This completed request form must be attached to the associated travel authorization form **prior** to obtaining Provost/Vice Chancellor and Chancellor signatures. Once the travel authorization has been approved by the Chancellor, both the original request for approval of international travel form and the original travel authorization form should be submitted to Procurement Services for processing.

Funding for International Travel must come from self generated funds. No business area "10" accounts can be used for International Travel reimbursement.

Before making a trip where authorization is required, the employee should have an authorization number verifying approval. Failure to obtain authorization when required will cause inability to reimburse expenditures.