

**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 e-mail to [msjudcol@olemiss.edu](mailto:msjudcol@olemiss.edu) or fax to 662-915-7845, no later than **June 14, 2019**:

**Name** \_\_\_\_\_

**Office/Position** \_\_\_\_\_ County Court Judge

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Conference Information:**

**Title of Conference** Mississippi Bar Association Annual Meeting – Judicial CLE Session  
**Meeting Location** Hilton Sandestin Beach Hotel, Sandestin, Florida  
**Dates** July 10-13, 2019

*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 14, 2019**  
\$375.00 after **June 14, 2019**

**Lodging\*** \_\_\_\_\_ (for the nights of July 9, 10, 11, & 12)

**Mileage** \_\_\_\_\_

**Meals\*** \_\_\_\_\_

**Parking\*** \_\_\_\_\_

**Other (Tolls\*)** \_\_\_\_\_

\* Pursuant to University of Mississippi travel policies, receipts are required from non-UM employees for reimbursement of lodging expenses, parking, and tolls. 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 11, 2019, 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