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 Chancellor 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 usually **(but not always)** involves payment or a fee (registration, conference, tuition, etc.) to the sponsoring program.

Your Department Head should approve the authorization at least one week before your departure date. The Chancellor must approve Vice Chancellor’s authorizations.

2. **Travel beyond the continental United States.** Travel Authorization forms and Request for Approval of International Travel forms are due in the Procurement Services Office 60 days before your departure date. The employees Vice Chancellor and the Chancellor must sign both forms. Coordination between the Vice Chancellor’s Office and the Travel Office are important to insure compliance with state law.

Travel outside of the continental United States (Canada, Hawaii and Mexico are outside) requires approval by the Governor and the State Department of Finance and Administration regardless of the source of funding for the trip.

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