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. International Travel is defined as travel outside of the continental United States. Canada, Hawaii and Mexico are considered International Travel. The employees Vice Chancellor, the Chancellor, and the Travel Office must sign the authorization form prior to the trip taking place. Coordination between the offices involved is important to insure compliance with state law.

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.