

The University of Mississippi Travel Authorization

Travel Authorization: 771-

CONTACT	Employee		Contact Person					
	***PLEASE NOTE THE SAP PERSONNEL # IS A REQUIRED FIELD		Phone #					
	Personnel #		Dept Name					
	Title		e-mail					
CONVENTION, ASSOCIATION, OR MEETING			In-State		Out-of-State		Out-of-Country	
	Title of Meeting							
	Destination							
	Beginning Date		Ending Date					
	Purpose:							
	Accompanied By:							
ESTIMATED COSTS	Total Estimated Costs		Please indicate with a "X" for Advance requests				Advance Issued	
	Transportation	\$	80 Percent	yes		no		
	Meals/Lodging	\$	Registration	yes		no		
	Registration Fee	\$	Airfare	yes		no		
	Other	\$		yes		no		
	Total	\$						
APPROVALS	Account Number		Amount	Approval	APPROVALS			
					Dept. Head or Dept. Chair		Date	
					Dean or Admin Head		Date	
					* Provost/Vice Chancellor		Date	
					* Chancellor		Date	
	Signature of Traveler		Date	Funds Available			Date	
	* International Travel Requirement							
	Signatures must be obtained from the Provost/Vice Chancellor and the Chancellor before submitting to Procurement							

TRAVEL AUTHORIZATION INSTRUCTIONS

CONTACT

- * Enter identification information: Employee Name, **SAP Personnel Number**, Employee Title
- * Enter the name and phone number of the person to contact about the trip if other than the traveler.
- * Enter the e-mail address of the person that should be notified when the authorization is approved.

CONVENTION, ASSOCIATION, OR MEETING

- * Enter the title of the convention, association or meeting.
Enter the city, state and country (if not USA). If the trip is outside the continental United States it must be approved by the Provost/Vice Chancellor and the Chancellor.
- * Enter the beginning and ending dates of travel.
- * Enter the purpose/benefits of the trip or meeting. Please be specific.
If others will be accompanying the traveler please list individual names.

ESTIMATED COSTS

- * Enter the estimated costs of the trip. Include estimates for air, mileage, taxis, rental cars, lodging, meals, gratuities, registration fees and any other applicable costs.

ADVANCE REQUESTS

- * Indicate with a "X" in the appropriate column for Advance requests. The 80 percent advance is calculated based on the total estimated costs less any advances made for registration etc. and can only be issued for out-of-state or out-of-country travel. A copy of the completed registration form must accompany the authorization if a registration advance is needed. A copy of a paid airline itinerary must accompany a request for airfare advance.
Advances issued and not resolved within 60 days of the end of the trip will be deducted from the employees payroll check.

APPROVALS

- * Enter the account numbers and amounts that will be responsible for covering the expenses. The signatory officer must approve the expense.
- * The traveler's supervisor must approve the authorization. The Vice Chancellor and Chancellor must approve International Travel.
- * The traveler must sign the authorization.

* **Mandatory Fields**

The original signed form must be sent to Procurement Services. Copies will not be accepted.