

Travel Guidelines: Faculty

You are eligible to receive **\$1500** from the English department each academic year. Please note that **travel authorizations must be submitted for reimbursement even if the conference is virtual.**

Before your trip, the department must submit a [travel authorization](#) on your behalf. Email msgilmo1@olemiss.edu with the following information:

- Dates
- Place of travel
- Conference name
- Conference registration receipt
- Flight information (you can forward the confirmation email)
- Flight comparison
- Lodging information (Hotel or AirBnB)

The authorization requires your **signature** before it can be submitted.

After your trip, the department will submit a [travel reimbursement voucher](#). Please email or drop off:

- Airline Receipts (if not included with authorization)
- Lodging Receipts (final receipt- not reservation estimate)
- Mileage (if applicable instead of airline)
- Taxi\Lyft\Uber\rental car receipts (note we have mandatory rental car contracts)
- Parking Receipts

****All receipts MUST include the total price, payment method, and a \$0 balance****

FAQs:

- It is not necessary to keep meal receipts. These are based on a set per-diem.
- If you submit your info late, you must also complete a travel waiver for procurement's records.
This can only be used one time.
- You do not have to use the entire \$1500 for a single trip. You can split it between multiple conferences.
- Prior-to-trip expenses (conference fee, registration, flight receipt, etc) can be reimbursed 100% immediately upon request.
- Other expenses (lodging, meals, rental car, etc) can be advanced 80% 10 days before the trip. The remaining 20% will be reimbursed upon completion of the reimbursement voucher.