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.