Travel Guidelines: Faculty

You are eligible to receive $1,000 from the English department per academic year.

The University requires that a travel authorization be completed for faculty, staff, and students prior to their actual date of travel. Myra is more than happy to complete the form for you. The link is included so you can see what information is required on the form. Please email that information to Myra at your convenience. Please remember to complete this sooner rather than later to help expedite your reimbursements. A travel authorization must be submitted even if the conference is virtual.

The University will reimburse you prior to dates of travel for your registration fee, airfare (if applicable), and will advance 80% of the remaining funds 10 days prior to the date of departure. You will have to pay said fees, but you can be reimbursed with a valid proof of purchase.

After your trip, Myra will complete a travel reimbursement for the remaining expenses to be paid out. All expenses except meals will need a valid receipt. Per Procurement, a valid receipt must have your name, amount, form of payment, and it must show "PAID" or a zero balance.

All of these forms require your signature and proper approvals from the department chair and the Dean’s office.

TIMELINE

1. Research and, if possible, book your flight(s).
2. Submit authorization documents to Myra:
   - Official conference receipt, submission, or call for papers.
   - Flight receipts with a $0 balance and at least one other flight comparison.
   - Other estimated expenses you wish to claim. These can include meals, transportation, mileage to the airport, etc.
3. Myra will create the travel authorization for you. You will need to sign this and then the department will submit to travel on your behalf.
4. Attend the conference.
5. Submit any remaining receipts to Myra and she will create the reimbursement voucher for Procurement. You will need to sign this document to receive reimbursement.
6. Receive final reimbursements and close trip.

If you have any questions, please feel free to contact Myra Gilmore at msgilmo1@olemiss.edu