

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM All Holders of Mississippi State University Academic Operating
TO: Policy and Procedure Manuals

DATE: April, 1989

SUBJECT: AOP 13.08 – Travel by Faculty and Staff

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the following procedure with regard to travel.

Travel by University personnel is governed by a Board of Trustees policy. Additional information related to travel is covered in [OP 02.01 Travel](#).

REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the [Associate Provost for Academic Affairs \(APAA\)](#) with recommendations for revision presented to the [Provost and Executive Vice President](#).

POLICY/PROCEDURE

Travel by staff and faculty members to professional, scientific, and educational meetings for the purpose of the improvement of instruction and of professional advancement for official business of the institution shall be encouraged within budgetary limitations of the institution. Faculty and staff members must obtain prior approval before traveling outside the state. Members of the Extension Service, due to the nature of their work, do not ordinarily secure prior approval for routine travel within Mississippi. Faculty and staff members must obtain prior approval before traveling to attend in-state conventions, associations, conferences, workshops, seminars, clinics and for in-state group travel. Faculty and staff are recommended to complete and submit the Travel Authorization and Reimbursement Form for all work related travel.

Faculty and staff members are requested to keep accurate records of their expenses and should check with the Office of the Travel Services for information concerning requested

documentation to substantiate expenses. The website for travel services at the university contains the most specific guidelines regarding the interpretation of the rules and existing practices. (<http://www.travel.msstate.edu/>)

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2017

APPROVED:

<u>/s/ Peter L. Ryan</u>	<u>03/04/13</u>
Associate Provost for Academic Affairs	Date

<u>/s/ Jerome A. Gilbert</u>	<u>03/07/13</u>
Provost and Executive Vice President	Date

<u>/s/ Meghan Millea</u>	<u>03/18/13</u>
President, Robert Holland Faculty Senate	Date

REVIEWED BY:

<u>/s/ Lesia Ervin</u>	<u>03/15/13</u>
Director, Office of Internal Audit	Date

<u>/s/ Joan L. Lucas</u>	<u>04/30/13</u>
General Counsel	Date

APPROVED:

<u>/s/ Mark Keenum</u>	<u>05/06/13</u>
President	Date