



OP 62.01: TRAVEL

POLICY

The expenditure of funds for travel related purposes must be closely monitored to ensure expenditures are allowable, appropriate and properly approved. The purpose of this policy is to establish definitive direction for faculty, staff, and students traveling on official University business. This policy covers all University related travel within state, out-of-state, and outside the continental United States.

PROCEDURE

In keeping with State Statute (Section 25-3-41) of the MISSISSIPPI CODE of 1972, Annotated, Mississippi State University (MSU), as a State Institution, shall make reimbursement to any officer or employee who is required to travel in the discharge of official duties to the extent of actual, ordinary and necessary costs incurred within those limitations imposed by state law, contractual agreements, or the administrative policies of the University. All Travel shall be in compliance with the procedures and guidelines set forth in the Travel Services website <https://www.travel.msstate.edu/>

REVIEW

The Vice President for Finance and Administration is responsible for the review of this operating policy every four years or as needed.

Please visit the Travel Services website for procedures, guidelines, and forms:

<https://www.travel.msstate.edu/>

REVIEWED BY:

/s/ Don Zant
Vice President for Finance and Administration

5/31/2022
Date

/s/ Tracey N. Baham
Assistant Vice President, Institutional Strategy & Effectiveness

6/1/2022
Date

/s/ Joan Lucas
General Counsel

6/14/2022
Date

APPROVED BY:

/s/ Mark E. Keenum
President

6/27/2022
Date