

The University of Southern Mississippi

~ Travel Tips from the Travel Department ~

When is a Permission to Travel (PTT) required?

When an employee is traveling to attend a conference; official business trip; convention; or association meeting.

Section 25-1-83 of the Mississippi Code requires written approval from the department head for employee attendance at any convention, association, or meeting for the expenses to be reimbursed. Conference literature, original receipts and all other proof of payments (e.g. Registration fees) are required for reimbursements.

An approved PTT must be uploaded with an itemized receipt in SOARFIN for in-person travel registration fees.

The traveler's next higher expenditure authority should approve the PTT as well as their VP. Please follow the numeric order of signature requests found on the PTT. Ensure the Chair and Dean are the correct signees for the budget string you are using. If a grant is being used the PTT and voucher will also need ORA approval. Lastly, the Travel Coordinator will approve and return to the requestor/traveler.

International Travel:

International travel **REQUIRES** a PTT. Per the State of MS Department of Finance and Administration "foreign" travel includes Hawaii, Puerto Rico and Mexico. Alaska is considered within the continental U.S.

The Foreign PTT must be signed by budget authorities as well as the President or the President's appointed designee.

Student Group Travel:

Determine who will oversee the group and that person will be responsible for submitting the groups PTT and all accompanying documentation. A list of students and student I.D. numbers is required with the PTT. If the student group is large enough to take advantage of group discounts with airlines or motels, a PO can be used to pay for the expense.

Travel Advance:

State Law prohibits cash advances for in-state travel. Travel advances are only available for trips meeting the following criteria: International Travel, Graduate or Undergraduate Student Travel, travel by teams or large groups, or when the advance funds programs or research start-up operations. Advances shall be no more than 80% of the estimated cost on the PTT. Reimbursement for any prepaid travel expense can be obtained prior to the scheduled travel by sending a completed Travel Voucher to the Travel Department with a copy of the approved Permission to Travel attached and proof of payment.

Virtual conferences/webinars that require no off-campus travel *DO NOT* require VP-level signature.

PTTs are NOT required for virtual P-card registration fees only.

Mileage only does not require a PTT.

PTTs not required by Travel but requested by the departments are welcomed and will be approved and returned for interdepartmental use for their record retention.

Travel for business in any form should be conducted at a minimum cost to the University. An employee traveling on official state business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons.