



## MISSISSIPPI STATE UNIVERSITY

### ACADEMIC OPERATING POLICY AND PROCEDURE

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

DATE: April, 1989  
Revised: November 10, 2006

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 within state, out-of-state, and outside the continental United States.

#### 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 Vice President for Academic Affairs.

#### 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. Travel authorization forms should be completed and approved for all university travel, regardless of whether university funds will be used to cover the expenses of the traveler. Travel is subject to the following stipulations:

1. MBNA Individual Business Credit Cards are available for use in defraying official travel expenses. Applications for the MBNA Visa/MC may be obtained from the Office of Accounts Payable and Travel, Human Resources Management, or the Alumni Association or by going to [www.mbna.com](http://www.mbna.com) to apply on line. Cash advances may be obtained for out-of-state travel. When planning a business trip through the Contract Travel Agency, authorized travelers have the option of purchasing public carrier transportation with personal funds or by charging the transportation cost to the University's Employee Business Travel Account (EBTA). Conference

registration fees incidental to business travel may be prepaid by University check directly to the conference through the Office of Accounts Payable and Travel.

2. Arrangements for public transportation, hotel accommodations and rental vehicles for travel outside the State of Mississippi must be made through the state-contract travel agent when traveling by public carrier.
3. Travel outside the continental United States (including travel to Hawaii, Puerto Rico, and Canada) requires approval by the President of the University. Approval by the Board of Trustees and the Governor's Office is no longer required. Administrative approval should be obtained prior to making travel plans or 30 days in advance of the trip.

Because of the nature of their work, members of the Cooperative Extension Service ordinarily do not secure specific prior approval for travel within Mississippi.

Faculty and staff members other than Cooperative Extension Service workers must secure written prior approval of the department head or next higher administrator for travel outside the state or to attend in-state conventions, associations, conferences, workshops, seminars and clinics.

Sometimes government rates are available upon request when proof of Mississippi State University employment is presented (MSU identification card) during motel/hotel registration. MSU ID cards may be obtained through the Campus Card Office. Tourist rate is ordinarily used in air travel.

Faculty and staff members are requested to keep accurate records of their expenses and should check with the Office of Accounts Payable and Travel for information concerning requested documentation to substantiate expenses.

Travel by University personnel is governed by a Board of Trustees policy. Additional information related to travel is covered in OP 62.01 Travel.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2010

APPROVED: April, 1989

APPROVED:

<u>/s/ Jerome Gilbert</u> Associate Provost for Academic Affairs	<u>10-01-06</u> Date
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<u>/s/ Peter Rabideau</u> Provost and Vice President for Academic Affairs	<u>11-01-06</u> Date
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<u>/s/ Robert Wolverson</u> President, Robert Holland Faculty Senate	<u>11-01-06</u> Date
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REVIEWED BY:

<u>/s/ Don Zant</u> Director, Internal Audit	<u>11-02-06</u> Date
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<u>/s/ Charles Guest</u> General Counsel	<u>11-03-06</u> Date
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APPROVED:

<u>/s/ Robert H. Foglesong</u> President	<u>11-10-06</u> Date
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