



Mississippi Library Commission Request for Travel and Training

This form is used to request and approve: travel for meetings, conference, and/or training.
Submit at least 10 working days prior to "From" date in Section 2.

Section 1 - Employee Information

Name: Federal Program:

Title: State Program:

PID #:

Section 2 - Meeting Conference, Training Information - Employees are responsible for their own registration.

Attach a copy of program schedule, registration information or other applicable information.

Destination:

Title of Meeting/Conference:

Purpose/Benefit of Attendance:

Registration Fee Paid by: Employee (reimbursed by agency) Agency T-Card P-Card

Dates From: To: Total Registration Cost \$

Section 3 Travel Information ***If traveling outside the continental U.S. - "DFA Form 13.2020, Travel Authorization" must also be completed.***

(Check One) In-State Out-of-State

Amount of Travel Advance Requested (Must be approved by Exec. Dir.) \$

Justification of Prior Trip Expense (Lodging and transportation cost only.)

Estimated Cost: \$

Air Transportation

Preferred Departure City Preferred Arrival Time for Destination

Preferred Destination City Preferred Departure Time for Return Trip

Estimated Air Fare \$

Meals Days @ \$ per day Total \$ Other (tips, parking, private vehicle cost, etc...) \$

Lodging Days @ \$ per day Total \$ Rental Car/ Taxi \$

Total Registration & Travel Cost:

Will cost be paid by entity other than MLC? If yes, will cost be reimbursed to agency or employee:

Section 4 - Signatures and Approvals

Signature of Employee _____ Date _____

Signature of Immediate Supervisor _____ Date _____

Signature of Deputy Director _____ Date _____

Signature of Exec. Dir. (if applicable) _____ Date _____

Trip # Assigned (Travel Coordinator use only)