



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: (city, state)			
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
Travel Day Meals	Days @ \$ per day	Total \$	Estimated Air Fare \$
Full Day 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)			