

2-25-1962

James W. Silver to Dr. J. D. Williams, 25 February 1962

James W. (James Wesley) Silver (1907-1988)

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Travel Authorization

Submit One Set
Per Individual

Date February 25, 1962

2204
Travel
Request
Number

To: Dr. J. D. Williams, Chancellor

From: James W. Silver Title professor of history

In compliance with House Bill 223 - Mississippi Laws of 1950, permission is respectfully requested for authorization to attend the following convention, association, or meeting.

32-U-226
Code

Mississippi Historical Society Name of Convention, Association, or Meeting Corinth, Mississippi Place of Meeting

March 1-3, 1962 Date of Meeting car Mode of Transportation

PURPOSE OF CONVENTION, ASSOCIATION, OR MEETING:

This is the annual meeting of the Mississippi Historical Society. Professor Silver is a member of the Board of Directors as well as one of the committees.

44.50

Est.
Cost

This space for use by Comptroller's Office

32R Departmental Code

James W. Silver
Signature

Estimated Cost:

Transportation 19.00

Meals and Lodging 24.00

Other 1.50 registration

Total 44.50
44.50

Approved:
1. J. Allen Cabaniss
Department Chairman

2. AB Lewis
Dean or Administrative Head

3. C. F. Haywood
For The Chancellor

4. Joseph C. White
Funds Available - Chief Accountant

White Copy for Chief Accountant
Blue Copy for University Auditor
Yellow Copy for Chancellor
Green Copy for Department Chairman

THE UNIVERSITY OF MISSISSIPPI

Travel Policy

1. Written authorization for travel to a convention, association, or meeting must be obtained from the Chancellor at least one week in advance of expected departure date. Written authorization is also required from the Provost before invitations are extended to prospective employees for a personal interview. Expenses for members of the prospective employee's family will not be reimbursed.
2. For departmental business, verbal approval for travel from the department chairman is required. However, if it is necessary to travel outside the State of Mississippi other than the immediate adjacent area, such as Memphis, it will be necessary to obtain prior written approval from the dean and from the Provost.
3. Travel allowances shall not exceed seven cents (7¢) per mile for each mile actually and necessarily traveled. Mileage will be computed between points by the use of the latest edition of the Highway Mileage Guide published by Rand McNally and Company.
4. Expenses incurred for lodging must be supported by a receipt. If members of the family accompany the University representative, the hotel clerk should be requested to note the single room rate on the hotel bill; otherwise, reimbursement will be made for one-half of the cost of the room.
5. Expenses for meals will be reimbursed to an amount that is considered reasonable for the area where the expense is incurred.
6. Expenses as the result of unofficial stopovers, side trips, telephone charges, or any other items of a personal nature will not be reimbursed by the University.
7. Receipts should be obtained for train, plane, or bus fares, registration fees, and any item of an unusual nature. No reimbursement will be made for federal excise tax on transportation. Exemption certificates are available in the Office of the Purchasing Agent and should be presented at the time of ticket purchase.
8. Travel by private automobile for distances in excess of 250 miles (500 miles round trip) outside the State of Mississippi may be reimbursed at the rate of first-class air transportation if it were available; otherwise, reimbursement for air coach transportation or first-class rail will be granted. In no case shall the cost exceed seven cents (7¢) per mile. If more than one person is traveling officially in the same car, the mileage may be extended, but only one person will be reimbursed for mileage.
9. Funds may be obtained in advance for travel outside the State of Mississippi upon the approval of the Chancellor. No advance may be made for intrastate travel under provisions of Section 3, House Bill No. 223, Regular Session of 1950.
10. Travel advance forms may be obtained at the Office of the Bursar. After completing the form and having it approved by the Chancellor's Office, it should be submitted to the Bursar for funds. The advance will be charged to the individual's personal account, and it will be his responsibility to clear the charge. Reimbursement will be made by the Accounting Office without regard to the advance.
11. The Purchasing Department will purchase tickets and make other transportation arrangements by public carrier if requested. A "Purchase Requisition" properly coded and signed by the budget officer should be forwarded in time to reach the Purchasing Department at least one week in advance of departure date. It should show a list of the persons making the trip, destination, mode of transportation desired, the optimum hour and date of arrival at the destination, and the optimum hour and date of departure for the return trip.
12. Upon return from the trip a "Voucher for Reimbursement of Expenses Incident to Official Travel" should be submitted to the University Auditor as soon as possible. It will normally require about one week for the voucher to be processed and reimbursement made to the employee.

INSTRUCTIONS:

1. Please complete each item in detail. Particular attention should be given to the "Purpose of Convention, Association, or Meeting" and the "Estimated Cost."
2. Forward all copies, routing in order of approval.
3. After final approval, the green copy will be returned to the department chairman.
4. After your return from the trip, submit in quadruplicate "Voucher for Reimbursement of Expenses Incident to Official Travel."