

SECTION	TRAVEL	SUB-SECTION 19.20.20
SUB-SECTION	TRAVEL AUTHORIZATION	ISSUED – 2012 REVISED - 2017

TRAVEL AUTHORIZATION

The Travel Authorization form 19.20.20 is the standard form used by state officers, state employees, and board members of the State for requesting approval of travel. It is also required to incur prior to trip expenses or to receive travel advances. Any other form used by an agency must be approved by OFM - BFC. The form must be used to request approval to travel outside the continental United States. Agencies may require the form for in-state travel when the traveler is attending a conference or seminar.

The Travel Authorization form must contain all approval signatures before processing the prior to trip expense reimbursement or the advance request in SPAHRS. This form serves as the source document for data entry into SPAHRS where a trip number is assigned.

All travel outside the continental United States must be approved prior to departure. The Travel Authorization form must be completed and submitted to the Office of Purchasing and Travel for approval.

The Travel Authorization form is available on the DFA website at:

<http://www.dfa.ms.gov/media/1560/132020-travel-authorization-1.pdf>