

**SUPREME COURT OF MISSISSIPPI
REQUEST FOR OUT OF STATE TRAVEL**

DATE: _____

I would like to attend the following out-of-state conference and request verification of travel funding sufficient to defray the following costs:

TITLE OF CONFERENCE: _____
 LOCATION OF CONFERENCE: _____
 DATES OF TRAVEL: _____ TO: _____

<u>ITEM</u>	<u>TOTAL ESTIMATED COSTS</u>	
	<u>TRAVEL</u>	<u>CONTRACTUAL</u>
Conference Fee (Registration, tuition, etc.)		\$ _____
Travel (airline, car**, mileage, etc.)	\$ _____	
Other Expenses (food, tips, misc.)	_____	
Hotel Accommodations (lodging)	_____	_____
Total Estimated Cost of Trip	\$ _____	\$ _____

Submitted by: _____

NOTES:

- (1) Please attach a copy of the conference brochure to this form.
- (2) Please attach airfare estimates and lodging charges.
- (3) Please complete this request form and forward to Administrative Office of Courts as far in advance as possible.

Evidence that car rental is cheaper than use of a taxi **MUST be provided.

Travel Request: Is Authorized ____ Is Authorized but not funded ____ Is Denied ____

By: _____ Date: _____

Comments: _____