



JACKSON COUNTY BOARD OF SUPERVISORS Out of County/State Travel Form

To be submitted if a County or Personal Vehicle is
Being Driven Out of the County/State for County Business

This Form ONLY Needs to Be Submitted if a Spend Authorization (SA) is NOT Required
(See Determining if a Spend Authorization is Required Below)

Travel Information

Department: _____

Employee Name(s) and Title(s):

Travel

Date(s): From: _____ To: _____

Destination: _____
(Business/City/State)

Purpose of Travel: _____
(Specific Name of Conference, Training, Meeting, etc.)

Choose One:

- Required
- Discretionary

Vehicle Usage (choose one):

- County Vehicle: ICN# _____ (if applicable/known)
- Private Vehicle/Mileage Reimbursement

Department Head Signature Date
(Not Required **IF EMAILED** by Department Head/Travel Designee)

Determining if Spend Authorization is Required

A Spend Authorization (via Workday) IS REQUIRED IF
Any of the following will need to be paid* by the County:

- Lodging/Hotel
- Meals/Tips (only applicable if staying overnight)
- Airfare and/or Baggage Fees
- Ground Transportation (taxi, bus, metro, etc)

* Includes payment to be made by Jackson County directly to organization/hotel OR reimbursed to employee

ONLY If a Spend Authorization IS NOT required,

1. Submit this form to the County Admin office
2. IF you have associated Registration Fees that will need to be:
 - **Reimbursed to Employee** –
Create a NEW Expense Report (Workday)
 - **Paid Directly to the Organization** –
Submit email/memo to Finance
with back-up info, noting that a SA was not required due to this being only expense other than mileage/fuelman
3. Checks will be cut AFTER Board Approval

Please Return Completed Form to the County Administrator's Office.

VIA - Fax: 228-769-3348 OR Email: melissa_taylor@co.jackson.ms.us