

Online Faculty Travel Grant Reimbursement

Summary/Purpose: The purpose of this policy is to establish guidelines and procedures for reimbursing departments for travel expenses they covered for faculty members (full-time, full-time online only, or part-time) receiving an Online Faculty Travel Grant through the Division of Outreach.

Recipients of an Online Faculty Travel Grant, for conference travel or on-campus travel, will comply with all University of Mississippi [travel policies](#). Academic departments agree to cover associated travel costs for grant recipients. Upon completion of travel and the submission of a [Travel Reimbursement](#) voucher, grant recipients (or the academic department) will submit a copy of the voucher to the Office of Academic Outreach in the Division of Outreach.

Upon receipt of the completed travel reimbursement voucher, Academic Outreach will process a General Ledger Transfer to the University of Mississippi 10 account used on the Travel Reimbursement voucher.