

State Travel Agencies

Summary/Purpose: Travel agencies contracted by the State for employee business travel.

The Office of Procurement Services has identified the approved list of [Travel Agencies](#) to provide travel services to university employees.

Employees may have travel arrangements handled by one of the contracted agencies whenever traveling on official University business by airline or other common carrier or may make arrangements through methods of their own choice. A fee is charged when utilizing the services provided by the state travel agencies. The traveler will receive a confirmation of travel accommodations arranged by the state travel agency. A copy of the confirmation must be attached to the Travel Reimbursement Voucher when it is filed.

You must identify yourself as a University of Mississippi employee. The traveler is responsible for ensuring that the travel agency provides you with the state contract rate.