Form e143.1/143.1 Travel Request Instructions

Effective 9/2003

Updated 5/12/04

This form will be used for authorization any time there will be an expenditure for travel, registration fees, out of state travel (federal or state), or a travel advance.

1. Check the appropriate box for In State, Out of State, or Travel Advance. This is required on form 143.1/e143.1.
2. This form may be used as an individual travel authorization or as a travel authorization for multiple employees attending the same official function. This is required on form 143.1/e143.1.
   (Format: First Name, Last Name)

   Individual Traveler: Enter Name of Traveler. Enter ACE USER ID#.
   (See NOTE under multiple travelers)

   Multiple Travelers: Enter Name of Traveler responsible for this form.
   Enter this same person's ACE USER ID#.
   List additional employee names and ACE USER ID#s traveling under this authorization in the **Remarks** section of this form.

NOTE: The ACE USER ID# we refer to on this form is the same number as your ACE USER ID# used to access your pay stub and the Agency Employee Page. If you need assistance, contact Pat Griffin at 601-359-2868.

3. List purpose of travel. This is required on form 143.1/e143.1.
4. List location of travel. This is required on form 143.1/e143.1.
5. List dates of travel. This is required on form 143.1/e143.1.
6. List cost of registration fee, if applicable. List the vendor to whom the registration fee will be/has been paid.

NOTE: Registration Fees may be paid in advance of your trip using agency funds or reimbursed to the traveler on a travel voucher after the trip is complete. If you choose to have your registration fee paid in advance, complete the conference registration form, Form e143.1/143.1 and submit to Financial Services for processing. (RTP not required for registration fees). If you choose to be reimbursed for your registration fee, attach the conference materials and proof of payment to your travel voucher. Registration Fees are to be included in Total Est. Costs.

7. Check the appropriate box for travel - agency vehicle, personal vehicle, commercial airline, or MFC aircraft. There could be more than one box checked. This is required on form 143.1/e143.1.
8. Check if the hotel will be direct billed and list the name of the hotel. Attach a copy of the hotel receipt to the travel voucher, regardless of how the hotel is paid.
9. List Estimated Hotel Cost, Meal Cost, Other Cost, and Total Cost. Total Cost is a required field.
   If Other costs are listed, identify these costs on the line provided or attach documentation for clarification.
10. Remarks section:
    List names and ACE USER ID# of additional individuals traveling on this form/authorization.
    For overnight travel, list if hotel rooms are being shared with other MFC employees.
    For overnight travel, if no hotel expense identified, explain. (Example: staying with friends/relatives)
    List any information that may be pertinent to the approval of this request.
    List any information that may clarify items included with this request.
11. Signature of employee and date. This is required on form 143.1/e143.1.
12. Signature of supervisor, or designee, and date. This is required on form 143.1/e143.1
13. Signature of State Forester, or designee, and date. (in addition to supervisor's signature, the State Forester's signature is required for out of state travel or travel advance)

ADDITIONAL INFORMATION: It is the responsibility of the traveler to complete this form & attach to travel voucher. Stay tuned for electronic signatures and further instructions