

## GROUP TRAVEL

When taking a group of students on a trip, the following rules **MUST** be followed:

1. When a Lamar University employee is in charge of the group travel and pays for the hotel, meals, event tickets, airline tickets, etc. with his/her state travel credit card or personal funds, reimbursement must be requested using a travel voucher. A list of the traveling students, as well as all original receipts (except actual meal receipts, unless it is foreign travel) must be attached to the travel voucher.
2. If you are distributing cash to the students for their meals, the responsible Lamar University employee must:
  - a. Type a list (Group Travel Cash Disbursement) consisting of each student's name, social security number, and the amount of money given to them **each day** of the trip.
  - b. Each student **MUST** sign next to their name verifying they received the indicated amount of money (name, not initials).
  - c. This signed document must be attached to the travel voucher. \*\*\*

\*\*\* See following page for an example.

These rules also apply if the responsible Lamar University employee received a Cash Advance to cover any expenses the student(s) may incur.

Remember, these distributed funds are not to be used to purchase **gifts, flowers, etc. for the students, their families or chaperones**. Each dollar must be properly accounted for when using Lamar University funds.

Please check meal rates **BEFORE** asking for a cash advance. The meal breakdown is 24% for breakfast, 28% for lunch and 48% for dinner. It is the **responsibility of the employee receiving the cash advance** to know the meal rates and how much is to be given for each meal.