

REQUEST TO TRAVEL PROCEDURES (F3.32)

Only Lamar University employees and prospective employees are reimbursed via Travel documents. A “Request to Travel” form **must** be completed, approved, and kept in the traveler’s department **BEFORE** a Lamar University business trip is taken. (See “**Appendix I**” for a copy of the form). The form will be attached to the Travel Voucher when the traveler *returns* and submits expenses. The Request to Travel Form will need to be submitted before the trip **ONLY** if the following applies:

1. The traveler is requesting a cash advance.
2. The traveler is traveling to a foreign country; a “Foreign Travel Release” form must accompany the “Request to Travel” form.
3. The traveler is using state appropriated funds and is traveling to Washington, DC to “confer on legislative or appropriations issues with U.S. Congress/Federal Government, Staff or Officials”; a “Report of State Agency to Travel to Washington, DC” (located on the Texas Office of State-Federal Relations (OSFR) website must be attached (<http://www.osfr.state.tx.us/travelform.asp>). Print out the page before you hit enter or submit and attach copy to request to travel.

Employees who fail to receive authorization on a “Request to Travel” **prior** to departure may not be reimbursed for the expenses associated with the travel.

The following information must be entered onto the “Request to Travel” (see the “Appendix II” section of this Guide for examples of different types of travel).

- ❖ Name
- ❖ Social Security Number
- ❖ Department and Position
- ❖ Destination and Date(s) of Travel
- ❖ Index Number
- ❖ Object Code / Description / Approximate Expense
[Please make sure you complete the proper TX (In-State) or Non-TX (Out-of-State) section. If your trip’s destination is Out-of-State, all expenses related to that trip will be considered Non-TX (Out-of-State). Also, miscellaneous and incidentals are the same].
- ❖ Any charges, such as airline tickets or registration fees, which are being paid with a Purchase Order, should **not** be entered onto the Request to Travel.
- ❖ **IF** you are requesting a cash advance, you **MUST** enter the cash advance amount and the cash advance “Approved by” section **MUST** have the Dean’s / Division Administrator’s Initials. *Remember, a cash advance may not include monies for “mileage”.* A cash advance is just that...an advance **BEFORE** you leave to go on your trip. *Also*, a cash advance may not be given to an employee with a Lamar University JP Morgan Chase Travel Credit Card.

- ❖ ***IF*** traveling out-of-country, please see the section in this Travel Guide titled, “Foreign Travel Policy and Procedures”.

***Please note: If an employee is traveling on a Lamar University sanctioned trip, but no University funds will be utilized for the travel expenses, a Request to Travel form must be completed and retained in the department. This provides a written, approved record of the trip.