

# LAMAR UNIVERSITY REQUEST TO TRAVEL AT UNIVERSITY EXPENSE

F3.32

Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

Destination \_\_\_\_\_ Date(s) of Travel: From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

**Account No.** \_\_\_\_\_ **Cash Advance \$** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
Amount Dean's / Division Administrator's Initials

Obj Code	Description	Approx. Exp.
4001	TX - Public Transportation	
4002	TX - Mileage	
4004	TX - Incidental Expenses	
4005	TX - Meals / Lodging	
4006	NonTX - Public Transportation	
4007	NonTX - Mileage	
4008	NonTX - Actual Expenses	
4009	NonTX - Incidental Expenses	
4010	NonTX - Meals / Lodging	
4011	Foreign Travel	
4012	Prospective Employees	
4013	Registration Fees	
<b>TOTAL</b>		

Requested by \_\_\_\_\_  
Traveler

Recommended by \_\_\_\_\_  
Department Head

Approved by \_\_\_\_\_  
Dean / Division Administrator

\*\*\*\*\* **FOREIGN TRAVEL** \*\*\*\*\*  
**Attach an itinerary and "Foreign Travel Request and Release of Liability" form; then, acquire approval below.**

- \* Public Transportation: Airlines, Rental Car, Cab Fare
- \* Incidental Expenses: Room Tax, Business Phone Calls, Parking
- \* Mileage: Personal Car Mileage = See Website for Current Rate
- \* Meals / Lodging: = See Website for Current Rate

Approved by \_\_\_\_\_  
Provost / EVP of Acad. Affairs

Approved by \_\_\_\_\_  
President

**INFORMATION REQUIRED FOR WASHINGTON D.C. TRAVEL ONLY**

Contact Person \_\_\_\_\_ Building \_\_\_\_\_ Phone # \_\_\_\_\_  
 (in Washington D.C.)

\* Must complete "Office of State-Federal Relations / Report of State Agency Travel to Washington D.C." form on website.

**INSTRUCTIONS:**

1. Complete and file with the Travel department **BEFORE** going on trip. (Note foreign travel instructions).
2. Must be approved by a person on the Lamar University President's Travel Approval List. jlt-02/06