

EXAMPLE 1

IN-STATE TRAVEL

Following is an example “Request To Travel” for the following scenario:

Maria Roberts is traveling from Lamar University, Beaumont, Texas, to Austin, Texas, to attend the State of Texas Travel Seminar 2006.

04/10/06 - Ms. Roberts will leave headquarters at 11:00 a.m. and drive personal vehicle to the Southeast Texas Regional Airport, where she will fly to Austin, TX. When she arrives in Austin, she will take a taxi to her hotel.

04/11/06 – At 8:30 a.m. she will attend the seminar, which is being held at the hotel. Lunch will be provided by the seminar.

04/12/06 – At 8:30 a.m. she will attend the seminar. At 11:30 a.m. she will take a taxi to the airport and fly from Austin back to Beaumont. She will pay her parking fee, then return to headquarters via personal vehicle.

Ms. Roberts’ approximate expenses will be listed on the Request-To-Travel.

REQUEST TO TRAVEL AT UNIVERSITY EXPENSE

Name Maria Roberts Soc. Sec. No. 123-45-6789 Date 03/16/06

Department Finance-Travel Position Accounting Associate

Destination Austin TX Date(s) of Travel: From 04/10/06 To 04/12/06

Purpose of Travel To attend the State of Texas Travel Seminar 2006

Account No. 214444 Cash Advance \$ Amount Approved by: Dean's / Division Administrator's Initials

Table with 3 columns: Obj Code, Description, Approx. Exp. Rows include 4001 TX - Public Transportation (300.00), 4002 TX - Mileage (6.23), 4004 TX - Incidental Expenses (10.00), 4005 TX - Meals / Lodging (221.00), 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, TOTAL \$537.23

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 (in Washington D.C.) Building Phone #
* 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



TRAVEL VOUCHER / FORM

1. Archive reference number	2. Agency number 734	3. Agency Name LAMAR UNIVERSITY			4. Current document number
5. Effective date (Agency use) 04-14-06		6. Doc date (First date of travel) 04-10-06		7. DOC agency 734	8. FY 06
9. Document amount \$571.53					
10. Pay to: MARIA ROBERTS 123 YELLOW BRICK ROAD EMERALD CITY, OZ 12345 214444					
11. Title ACCOUNTING ASSOCIATE					
12. Designated headquarters LAMAR UNIVERSITY-BEAUMONT					
13. Texas identification number 123-45-6789		14. I am an "appointed officer" and certify that all documentation required to be filed with the Texas Ethics Commission has been filed. sign here ▶			

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

16. Service date (Last date of travel) 04-12-06	17. Description (Agency use only) Attend State of Texas Travel Seminar in Austin TX
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18. DISTRIBUTION	AMOUNT
Expense itemization for in-state travel:	
Fares, Public transportation Taxi 40.00 Air Fare 268.00 Rental Car	308.00
Personal car mileage 14.00 Miles @ (Rate set by Legislature) 0.445	6.23
Meals and / or lodging	242.00
Parking	
Incidental expenses (itemize) City Tax	15.30
Expense itemization for out-of-state travel:	
Fares, Public transportation Taxi Air Fare Rental Car	0.00
Personal car mileage 0.00 Miles @ (Rate set by Legislature) 0.445	0.00
Meals and / or lodging	0.00
Parking	
Incidental expenses (Itemize)	
TOTAL	\$571.53

19. I certify that the expense account shown above is true, correct, and unpaid.

Claimant sign here ▶	Date	Supervisor sign here ▶	Date
20. Contact name		Phone (Area code and number)	21. Agency use
Agency sign here ▶	Title		Date
22. Approval			

IN-STATE MEALS AND LODGING												ACTUAL EXPENSE		
a. Leave Headquarters				b. Arrive Headquarters				c. Meals non-overnight not to exceed \$36	d. Meals not to exceed \$36	e. Lodging not to exceed \$85	f. TOTAL	g. Meals	h. Lodging	i. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
04-10-06	11	00	A						28.00	85.00	113.00			
04-11-06									26.00	85.00	111.00			
				04-12-06	1	45	P		18.00		18.00			
TOTAL MEALS NON OVERNIGHT								j.	TOTAL MEALS & LODGING	k.	242.00	TOTAL ACTUAL EXPENSE	l.	

OUT-OF-STATE MEALS AND LODGING												ACTUAL EXPENSE		
m. Leave Headquarters				n. Arrive Headquarters				o. Meals non-overnight not to exceed \$36	p. Meals not to exceed Maximum Rate	q. Lodging not to exceed Maximum Rate	r. TOTAL	s. Meals	t. Lodging	u. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								v.	TOTAL MEALS & LODGING	w.		TOTAL ACTUAL EXPENSE	x.	

DATE	y. INFORMATION REQUIRED BY THE <u>STATE OF TEXAS TRAVEL ALLOWANCE GUIDE</u> AND OTHER PERTINENT INFORMATION	Mileage Point to Point
04-10-06	Left headquarters in personal vehicle and drove to the Southeast Texas Regional Airport, where I flew to Austin, TX to attend the State of Texas Travel Seminar. Taxi to the Omni Hotel.	7.00
04-11-06	Attended Seminar. Stayed overnight at the Omni Hotel.	
04-12-06	Attended Seminar. Left Seminar at 11:30 am. Taxi to airport. Returned, via airline to the Southeast Texas Regional Airport. Drove personal vehicle from airport to headquarters.	7.00
The information listed below this line is to show how meals were calculated. Please DO NOT put on voucher. In-state meals: Breakfast = \$8, Lunch = \$10, Dinner = \$18 Day one: Left at 11:00 am, therefore, claiming lunch and dinner only. $\$10.00 + \$18.00 = \$28.00$ Day two: Lunch was provided, therefore, claiming breakfast and dinner only. $\$8.00 + \$18.00 = \$26.00$ Day three: Arrived back at headquarters at 1:45, therefore, claiming breakfast and lunch only. $\$8.00 + \$10.00 = \$18.00$		
*Show point-to-point breakdown, including intra-city mileage claims		Total: 14.00