

EXAMPLE 3

OUT-OF-STATE TRAVEL

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

Maria Roberts is traveling from Lamar University, Beaumont, Texas, to Birmingham, AL to attend the Federal Travel Seminar 2006.

04/10/06 - Ms. Roberts will leave headquarters at 11:00 a.m. and drive personal vehicle to the Bush Intercontinental Airport, where she will fly to Birmingham, AL. When she arrives in Birmingham, she will acquire a rental car from a “contract rental agency” and drive to her hotel.

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

04/12/06 – At 8:30 a.m. she will attend the seminar. At 12:30 p.m. she will drive the rental car to the airport and fly from Birmingham, AL to Houston, TX. When she arrives at Bush Intercontinental Airport, she will pay her parking fee and return to headquarters via personal vehicle at 6:30 p.m.

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 Birmingham AL Date(s) of Travel: From 04/10/06 To 04/12/06

Purpose of Travel To attend the Federal 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 TX - Public Transportation, TX - Mileage, TX - Incidental Expenses, TX - Meals / Lodging, NonTX - Public Transportation, NonTX - Mileage, NonTX - Actual Expenses, NonTX - Incidental Expenses, NonTX - Meals / Lodging, Foreign Travel, Prospective Employees, Registration Fees, and TOTAL \$978.01.

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 \$991.65	
10. Pay to: MARIA ROBERTS 123 YELLOW BRICK ROAD EMERALD CITY, OZ 12345					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						

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	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

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	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 Federal Travel Seminar in Birmingham AL
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18. DISTRIBUTION						AMOUNT
Expense itemization for in-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)						
Expense itemization for out-of-state travel:						
Fares, Public transportation	Taxi		Air Fare	460.00	Rental Car	152.18
Personal car mileage	170.80	Miles @ (Rate set by Legislature)	0.445			76.01
Meals and / or lodging						253.12
Parking						
Incidental expenses (Itemize)	Hotel Taxes					15.34
	Gas for Rental Car					35.00
TOTAL						\$991.65

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.							
TOTAL MEALS NON OVERNIGHT								j.	TOTAL MEALS & LODGING		k.	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.							
04-10-06	11	00	A						33.44	72.00	105.44			
04-11-06									31.68	72.00	103.68			
				04-12-06	6	30	P		44.00		44.00			
TOTAL MEALS NON OVERNIGHT								v.	TOTAL MEALS & LODGING		w. 253.12	TOTAL ACTUAL EXPENSE		x.

DATE	y. INFORMATION REQUIRED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE AND OTHER PERTINENT INFORMATION	Mileage Point to Point
04-10-06	Left headquarters in personal vehicle and drove to the Bush International Airport in Houston TX where I flew to Birmingham AL to attend the Federal Travel Seminar. Acquired rental car from Enterprise Rental Agency at airport. Stayed overnight at Holiday Inn.	85.40
04-11-06	Attended Seminar. Stayed overnight at Holiday Inn.	
04-12-06	Attended Seminar. Left seminar at 12:30 pm and drove rental car to airport. Returned via airline to Bush International Airport in Houston TX. Drove personal vehicle from Houston TX back to headquarters.	85.40
The information listed below this line is to show how meals were calculated. Please DO NOT put on voucher. Day one: Left at 11:00 am, therefore, claiming lunch and dinner only. $\$44 \times (28\% + 48\%) = \$44 \times 76\% = \$33.44$ Day two: Lunch was provided, therefore, claiming breakfast and dinner only. $\$44 \times (24\% + 48\%) = \$44 \times 72\% = \$31.68$ Day Three: Arrived back at headquarters at 6:30 pm, therefore, claiming all meals.		
*Show point-to-point breakdown, including intra-city mileage claims		Total: 170.80

Use additional form or a "CONTINUATION SHEET," if additional space is needed.