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APPENDIX I - FORMS

- A. Request To Travel
- B. Travel Voucher
- C. Texas Hotel Occupancy Tax Exemption Certificate
- D. Foreign Travel Request and Release of Liability

APPENDIX II - EXAMPLES - REQUEST TO TRAVEL & TRAVEL VOUCHERS

- A. In-State Travel
- B. In-State Travel with a Cash Advance
- C. Out-of-State Travel
- D. Foreign Travel

STATE WEBSITE FOR TRAVEL: <https://fmx.cpa.state.tx.us/fm/travel/index.php>

- Mileage Guide
- Out-of-State Meals and Lodging Rates
- Travel Allowance Guide
- Travel Voucher

STATE WEBSITE FOR RENTAL CAR CONTRACTS: www.tbpc.state.tx.us/travel/rentalcar2004.html

STATE WEBSITE FOR WASHINGTON, D.C. TRAVEL: www.governor.state.tx.us/osfr/osfradd.asp

DELEGATION OF TRAVEL AUTHORIZATION

Listed below are the persons authorized to approve “Request-To-Travel” and “Travel Voucher” documents for fiscal year 2008 per Dr. James Simmons.

Baker, Twila	McCaig, Gerald
Bellard, Norman	Melvin, Dr. Cruse
Bothel, Dr. Richard	Morris, Frances
Capps, Keith	Mouton, Camille
Carroll, David	Mulcahy, David
Cotten, Dr. Donald	Nichols, Dr. Brenda
Dobe, Michael	Nordgren, Dr. Joseph
Doblin, Dr. Stephen	Price, Dr. Don
Ferguson, Jr., Mike	Rackley, James
Fitzpatrick, Dr Oney	Rush, James
Fontenot, Dale	Schultz, Dr. Russ
Gallien, Melissa	Simmons, Dr. James
Henderson, Jason	Smith, Dr. Kevin
Ho, Dr. T. C.	Spears, W. Mike
Hopper, Dr. Jack	Thompson, Annette
Johnson, Dr. Barry	Tubbs, Billy
Lowery-Moore, Dr. Hollis	Venta, Dr. Enrique (Henry)

******Please note that the President of Lamar University provides this list to the Lamar University Travel Department. The President must approve any “additions to” or “deletions from” this list.***

JP MORGAN CHASE TRAVEL CREDIT CARD

Effective September 1, 2005, JP Morgan Chase became the official State of Texas Travel Charge Card.

(DO NOT USE THE PROCUREMENT CARD FOR TRAVEL).

Each employee with a JP Morgan Chase Credit Card is liable and responsible for payment of his or her bills. To complete an application, please call the Travel Coordinator at 880-8383.

Payments are due 30 days from the end of the agency's cycle date. A late payment fee of 2.5% will be assessed at 60 and 90 days past due. At 91 days past due, the account will be cancelled. Credit limits will be based on the cardholders credit score. A \$200.00 *retail* limit will be established for each cardholder.

**JPMorgan Chase Travel (Individual Bill) Cardholder Account
For State of Texas Use Only**

(A) Check One:		(B) Corp # _____	
<input type="checkbox"/> New	Cardholder Account # _____		
<input type="checkbox"/> Change <i>(Only complete fields to be changed)</i>			
<input type="checkbox"/> Delete/Close			

(C) State of Texas Agency / University Information

Agency / University Name:	_____	Agency/University Code:	_____
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(D) Cardholder Information (Please Print All Information)

Cardholder Name - legal	_____	Social Security #	_____	Date of Birth	____/____/____
Cardholder Name Line 2	_____	-	-	/	/
(24 Characters per line)	(Default Corp Name for above)	Email Address: _____			
Residential Address Line 1	_____	Work Phone:	_____	Home Phone:	_____
Residential Address Line 2	_____	-	-	-	-
(35 Characters per line)					
City (23 Characters)	_____	State	_____	Zip Code	_____
Billing Address Line 1	_____	Work Phone:	_____	Home Phone:	_____
Billing Address Line 2	_____	-	-	-	-
(35 Characters per line)					
City (23 Characters)	_____	State	_____	Zip Code	_____

(E) By completing this application, I authorize JPMorgan Chase,NA to investigate my credit history for the purpose of card issuance and for subsequent credit inquiries should a card be issued to me. I understand JPMorgan Chase,NA cannot share my specific credit information with my employer or me, provided however, JPMorganChase is authorized to communicate the acceptance or decline decision to my employer. If your application is approved, you agree to be bound by the Corporate Card and Corporate Travel Charge Card Cardmember Agreement which will be sent with each card. Also, I understand the Card is to be used for State of Texas business travel charges only and is not for personal use and that any misuse will result in cancellation of the Card and will be subject to disciplinary action in accordance with my state agency/university internal policies. NOTICE: INFORMATION ON CARD USAGE IS DISTRIBUTED TO TEXAS BUILDING AND PROCUREMENT COMMISSION (TBPC) AND YOUR STATE AGENCY. *The US Patriot Act requires JPMorgan Chase to obtain, verify and record information that identifies each person or business that opens a new account. By completing or otherwise providing this application and/or the information on it, the Cardholder agrees to provide and consents to JPMorgan Chase obtaining if necessary from third parties, Cardholder's name, residential address, date of birth and social security number to verify Cardholder's identity.*

(F) Cardholder Approvals

Cardholder Signature: REQUIRED	_____	Date	_____
Department/Supervisor's Signature: (OPTIONAL based on Agency's internal policies)	_____	Date	_____
Program Administrator Name:	_____	Date	_____
		Verification ID Number	_____

Applicant: Please Complete form and forward to: (Program Administrator insert instructions for cardholder to send application.)

Program Administrator: Please fax completed form to: 888-297-0785 or submit application through SDOL.

(G) Reporting Hierarchy Level Numbers (Required Information)

Level 1 Number	Level 2	Level 3	Level 4
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(H) Cardholder Controls

Average Monthly Travel Spend	\$ _____
MCC Groups- (Merchant Category Code Group)	State of Texas Standard TXTRVL, TX 200, TXEXCL

(I) Bank Use Only

Account Number	_____ - _____ - _____ - _____
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Verification ID# Verified:	Date:	Initials:
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Credit Limit	_____	CLI U12-220	_____	Credit Initials	_____
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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.

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	
TOTAL		

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

TRAVEL ADVANCE PROCEDURES

To obtain a cash advance for travel, complete the following steps:

(Remember: you may not receive a cash advance if you have the Lamar University JPMorgan Chase Travel Credit Card)

1. Complete a "Request To Travel" form in the usual manner.
2. In the center of the form there is a space for a "Cash Advance" amount. Enter the amount of the advance in the space provided.
3. **Sign** the form, then have the **Dean / Division Administrator** approve the request, as well as **initial** next to the Cash Advance "Approved by" section.
4. Send the "Request To Travel" to the Finance Department, Attn: Travel, Box 10003.
5. Cash Advance checks are disbursed at the Accounts Payable window, Plummer Building, room 127A. ***You must have a valid Lamar University I.D. or Drivers License to pick up your check.***
6. You will have **TEN** days, after returning from your trip, to complete your travel voucher and return any unused cash advance monies to the travel department.
7. Should you terminate employment with the University, all travel advances are to be paid in full or they will be deducted from your final paycheck.
8. You will be required to sign a "Travel Advance Agreement" form when picking up your cash advance check. (A copy of the form may be found on the next page).

LAMAR UNIVERSITY AT BEAUMONT
TRAVEL ADVANCE AGREEMENT

Date: _____

I hereby acknowledge receipt of a \$ _____ travel advance from Lamar University at Beaumont for the following trip:

Destination: _____

Travel dates: _____ to _____

I understand and agree that the University is not obligated by law to provide me a travel advance, which is provided solely for my convenience and benefit. Therefore, in consideration of receipt of this travel advance, I hereby acknowledge my debt to the University, which I agree to repay in accordance with the following terms and conditions:

When my Travel Voucher form is processed upon my return from this trip, my expense reimbursement will be applied first to my travel advance. Any reimbursement in excess of my travel advance will be paid to me by check.

If my travel expense reimbursement is less than my travel advance, I will remit the difference to the University Cashier's Office upon my return to campus.

I will remit my travel voucher within ten (10) working days after my travel is complete and upon my return to campus. If after thirty (30) days my Travel Voucher has been submitted and I still owe a balance on my travel advance, I hereby agree to repay the University by payroll deduction until the travel advance is repaid in full. I understand that my failure to comply with these regulations for travel advances will cause me to lose this benefit for future travel.

If I should terminate my employment at the University, I agree to pay all outstanding travel advances immediately. If for some reason I do not settle up my account at termination, I further agree and authorize the travel advance to be deducted from my final paycheck, vacation payoff, retirement benefit, or other amounts owed to me by the State of Texas or the University after taking into account any approved travel expenses submitted by me.

Executed this _____ day of _____, 2006.

Authorized Representative
by and on behalf of
Lamar University at Beaumont

Signature

Printed or typed name

Social Security Number

FOREIGN TRAVEL POLICIES & PROCEDURES

Below, you will find the documents required for Foreign Travel. These forms **MUST** be directed to the **President's Office 45 DAYS PRIOR to the trip.**

- F3.32 Request to Travel at University Expense:
 - Completed form with approval signatures of Department Chair, Dean, Vice President, and President.

- Foreign Travel Request and Release of Liability: "Texas State University System Request for Chairman of the Board of Regents Approval and Release of Liability and Assumption of Risk for System Employees Traveling to Foreign Countries Using State Appropriated Funds".
 - The Lamar University President approves the foreign travel on this form.
 - The Board of Regents approval is *only* needed when charging travel expenses to a State account.

- Itinerary

ALL RECEIPTS MUST be attached to the travel voucher in order to be reimbursed for Foreign Travel expenses. Also, the charges claimed on the voucher *must be converted to U.S. dollars, and the exchange rate must be noted on the travel voucher*. A copy of the exchange receipt of US dollars to the foreign currency should be used for the converted rate. Or, print-screens from an internet website may be used to help with the conversion. However, the print-screens **MUST** state the conversion rate for *the dates the traveler was in the foreign country*. Examples of the internet websites available to help with this conversion are www.oanda.com/convert/fxhistory , www.federalreserve.gov/releases/h10/hist , or <http://www.ozforex.com/> . These websites have history areas that will show the exchange rate, or an average exchange rate, for the dates traveled.

ORGANIZED, LEGIBLE BACKUP MUST ACCOMPANY THE TRAVEL VOUCHER. AN ITEMIZED, PER DAY LIST OF EACH EXPENSE WITH ITS CONVERTED AMOUNT WRITTEN NEXT TO IT IS REQUIRED.

*** If charging foreign travel expenses to a Grant Account, the traveler **MUST** review and adhere to the Grant's travel regulations. All grant account travel vouchers must be approved by the Director of Contracts and Grants.

TEXAS STATE UNIVERSITY SYSTEM
 REQUEST FOR CHAIRMAN OF THE BOARD OF REGENTS APPROVAL
 AND RELEASE OF LIABILITY AND ASSUMPTION OF RISK
 FOR SYSTEM EMPLOYEES TRAVELING TO FOREIGN COUNTRIES
 USING STATE APPROPRIATED FUNDS

1. Institution: Lamar University Agency Code: 734
2. Individual Traveling: _____ Position Title: _____
3. Date of Departure: _____ Date of Return: _____
4. Contact Person and Phone Number: _____
5. Places to be Visited:
 Country: _____ City: _____

6. Estimated Cost of Trip:
 (Include only state appropriated funds.*)

(a) Transportation	\$ _____
(b) Other Transportation	_____
(c) Lodging	_____
(d) Meals	_____
(e) Registration Fee	_____
(f) Other	_____
Total	\$ _____
7. Attach an explanation and justification of the trip.
8. Statement and signature of applicant and agency administrator.

"I hereby certify to the Chairman of the board of Regents that the purpose of this trip is official business of the state and is necessary for the proper performance of this state institution's statutory functions. I further certify that I am aware of any travel advisory issued by the United States Department of State regarding a warning against or restriction on travel to the destination of this trip, and am aware of the potential risks associated with travel to that destination."

On behalf of myself, my heirs, executors, administrators and assign, and in consideration of the use of university funds in taking this trip, I hereby assume any and all risk, liability, loss, or damage arising in any way from this trip; further, I release the university, Texas State University system, their regents and employees from such liability, loss, or damage, including personal injury or death.

Applicant

Agency Chief Administrator

President
Title

Approval: _____
Chairman of the Board of Regents

Date

* State appropriated funds are those funds appropriated in the General Appropriations Act.

LODGING ALLOWANCE

When a Lamar University employee or prospective employee travels overnight on Lamar University business, their lodging expenses are reimbursable up to the state allowed rate. For the State of Texas, the **FY08 maximum lodging rate is \$85**. For **other states' rates**, please refer to the "Out-of-State Meals and Lodging Rates" located on the state website "www.window.state.tx.us/comptrol/san/travel/travel.html". Lodging rates for foreign travel are paid on an "actual" basis.

Reimbursements may be made for amounts over the allowable rate if the hotel is a **Host Hotel**. A Host Hotel is a hotel where the conference, seminar or convention is being held. If the Host Hotel room rate is higher than the per diem for that city, you may be reimbursed for the full amount of the hotel charges if you **provide documentation that indicates the hotel was the Host Hotel**. An example of the acceptable documentation would be the conference brochure or the seminar schedule listing the hotel as the conference location or designated hotel site for that conference.

The entire amount of the hotel charge should be entered on the Travel Voucher where it will be charged to the noted account number and the traveler will be reimbursed accordingly. ***However*, if the expense is being charged to an actual state account, the amount over the allowable per diem rate must be charged to a local account. This local account number should be entered onto the Travel Voucher with a notation indicating its use for the hotel overage.**

HOTEL TAXES

When lodging in the state of Texas, travelers are not reimbursed for the 6% State Occupancy Tax. Therefore, the traveler should submit a "**Texas Hotel Occupancy Tax Exemption Certificate**" to the hotel upon check-in. The form may be found on the state website "www.window.state.tx.us/taxinfo/taxforms/12-302.pdf".

When lodging in other states and out of the country, travelers are reimbursed for all hotel occupancy taxes.

MEAL ALLOWANCE

When a Lamar University employee or prospective employee travels overnight within the state of Texas on Lamar University business, they are entitled to be reimbursed for the actual costs of meals not to exceed the maximum allowable State of Texas meal rate. For Fiscal Year 2008, the maximum meal rate is \$36 per day. For other states, the reimbursement may not exceed the maximum out-of-state meals rate based on the federal travel regulations issued by the State of Texas Comptroller and listed on website:

www.window.state.tx.us/comptrol/san/travel/travel.html”.

Meal receipts are not required for **domestic** travel. Meals incurred during ******foreign** travel are reimbursed on an “actual” basis and detailed meal receipts are required. Per state rules, alcoholic beverages are not a reimbursable expense.

Reimbursements for meals in Texas on the day leaving and returning are limited as follows:

Breakfast = \$8.00

Lunch = \$10.00

Dinner = \$18.00

These percentages will be used for all Out-of-State meal rates (rounding to the nearest dollar is allowed) depending on the time of your departure and return.

Breakfast = 24%

Lunch = 28%

Dinner = 48%

An out-of-state example: Birmingham, Alabama has a \$44 meal allowance rate. The allowable meal amounts are \$10.56 for breakfast (\$44 x 24%), \$12.32 for lunch (\$44 x 28%) and \$21.12 for dinner (\$44 x 48%).

Departure: If you leave **before 8:00 a.m.** you are entitled to breakfast, lunch and dinner; **at or after 8:00 a.m., but before 1:00 p.m.**, you are entitled to lunch and dinner only; **at or after 1:00 p.m.** you are entitled to dinner only.

Return: If you return to headquarters **after 8:00 a.m.**, you are entitled to breakfast; **after 1:00 p.m.** you are entitled to breakfast and lunch; **after 6:00 p.m.** you are entitled to breakfast, lunch and dinner.

If the employee is attending a seminar / conference / meeting and meals are included as part of the registration cost, there will be no meal expense reimbursement allowance given for those specific meals.

****** Please Remember: detailed meal receipts are required for foreign travel.**
(All out-of-country travel and including Alaska, Hawaii, Canada and Mexico)

For reimbursement of meals during foreign travel, State Comptroller travel rules state “the reimbursement may not exceed the amount of meal expenses actually incurred”. Therefore, all detailed meal receipts must be submitted for meal reimbursement during foreign travel. Per state rules, alcoholic beverages are not a reimbursable expense. Please practice “conservation of funds” when expending university funds.

If you are requesting meal reimbursement, you must have the actual meal receipts; *however*, if you cannot obtain those receipts, you will be allowed to claim “up to” the maximum meal allowance rate for Texas In-State travel by **using a local account** (as of February 2006, that amount is \$36).

MILEAGE ALLOWANCE

A state employee is entitled to be reimbursed for the mileage incurred during the employee's use of a personally owned or leased motor vehicle. The number of reimbursable miles traveled by a state employee may not exceed the number of miles of the most cost-effective route between the origin of the employee's travel and the employee's final destination. If the employee conducts official state business at locations between the origin of the travel and the final destination, then the most cost-effective route between the origin and the final destination must include the intermediate locations.

The shortest route between points is presumed to be the most cost-effective route.

All Travel Vouchers requesting mileage reimbursement *must* include a printout which verifies the amount of mileage claiming from the State of Texas Mileage Guide (<http://www.window.state.tx.us/comptrol/texastra.html>) or from the internet map sites of www.randmcnally.com or www.mapquest.com.

The mileage rate is set by the State of Texas Comptroller's office. The mileage rate for FY 2008 is .485 cents per mile.

The mileage rate for FY 2007 is .445 cents per mile.

The mileage rates set by the State of Texas Comptroller's office have varied during FY 2006. Please remember that you *must* change the mileage rate on the Travel Voucher form to coincide with your dates of travel. The rates for FY 2006 are as follows.

September 1-30, 2005	.405 cents per mile
Oct 1 – Dec 31, 2005	.485 cents per mile
Jan 1 – Aug 31, 2006	.445 cents per mile

Please *do not* round up mileage to the next number.

RENTAL CARS

The receipt issued by a motor vehicle rental company must be included in the supporting documentation for a reimbursement of the cost of renting a motor vehicle from the company. The receipt must be original and complete. A receipt that has been altered by any person other than the company is unacceptable.

The receipt must show the following:

1. The starting and ending dates of the rental;
2. Specify the name of the motor vehicle rental company;
3. Specify the name of the renter;
4. Itemized list of the expenses incurred.

If the receipt does not provide all the preceding items and the rental contract provides the missing items, then the contract also may be included in the supporting documentation. The contract must also be original, complete, and unaltered.

State contracted rental car agencies must be used where available. A “Loss/Damage Waiver” and primary liability insurance (persons & property outside the rental vehicle) is included in the contract rental car agreement. **Request** the State of Texas Contract Rate in order to receive the insurance coverage. The state traveler **MUST** give the assigned state agency identifier number in order to obtain the State of Texas contract rental car rates. (See “rental car contracts” on the following page for the numbers). **DO NOT** accept the Loss/Damage Waiver (LDW) when renting a car using the JP Morgan Chase Travel Credit Card, as it is included in the credit card contract.

If the traveler uses a non-contract rental agency due to unavailability and does not use a credit card that provides insurance coverage, such as the JP Morgan Chase Travel credit card, then the traveler will be reimbursed for the Loss/Damage Waiver (LDW). To be reimbursed, you must provide written explanation as to the reason a non-contract rental agency was used.

You may use online websites for all of the Rental Car Contract Agencies when making your reservations. Be sure you put the state agency identifier number in the proper place.

ADVANTAGE - Identifier number should be put on page one of website, listed in STEP 3,
Corporate Rate: 734TXC
Click on “Get Rate Quote”

AVIS - Identifier number should be put on second page of website, listed under
Discount Codes rate type, Avis Worldwide Discount (AWD): F999734

ENTERPRISE - Identifier number should be put on page one of website, listed in Number 3,
Optional: Coupon, Customer, or Corporate Number TX734.
You will then be directed to the Corporate Account Sign In. Enter: LAM

RENTAL CAR CONTRACTS

Rental car contracts were awarded on March 30, 2004 to following agencies:

1. ADVANTAGE RENT-A-CAR
2. AVIS RENT A CAR SYSTEM, INC.
3. ENTERPRISE RENT-A-CAR.

ELIGIBILITY: Services provided by the rental car contracts are for official state business travelers, which include employees of state institutions of higher education.

Please note that there are some differences with the Advantage and Enterprise contracts. Rental locations that are on airport property have different rates than suburb an-type locations. (Locations that are not on airport property are called suburban locations.) Avis' rates are the same for both types of locations. Information regarding the new rates and services provided under the rental car contracts may be found on the Texas Building and Procurement Commission website under "CONTRACT RENTAL CAR RATES" (<http://www.tbpc.state.tx.us/travel/rentalcarprovisions2001.html>).

Most rates include unlimited free mileage. A "Loss/Damage Waiver" and primary liability insurance (persons & property outside the rental vehicle) is included in the contract rental car agreement. State employees, while in the course and scope of their employment, are covered by Workers' Compensation. You **MUST** request the State of Texas Contract Rate in order to receive the insurance coverage. **DO NOT** obtain the Loss/Damage Waiver (LDW) when renting a car using the JP Morgan Chase Travel Credit Card, as it is included in the credit card contract. If the traveler uses a non-contract rental agency due to unavailability and does not use a credit card that provides insurance coverage, such as the Bank of America Travel credit card, then the traveler will be reimbursed for the Loss/Damage Waiver (LDW). To be reimbursed, you must provide written explanation as to the reason a non-contract rental agency was used.

With all three vendors, the state traveler **MUST** give the assigned **state agency identifier number** in order to obtain the State of Texas contract rental car rates. For each agency the number is:

1. Advantage: 734TXC (Our agency number + the letters TXC)
2. Avis Rent-A-Car: F999734 (F999 + Our agency number)
- ** 3. Enterprise: TX734 (TX + Our agency number)

Please inform all travelers in your department of these changes so they will know who the contractors are. Lack of knowledge is not an allowable exception for not using the contract vendors.

Contract rates apply only in TEXAS and the following out-of-state airport locations or locations that provide airport service: Albuquerque, New Mexico, Atlanta, Georgia, Baltimore, Maryland, Boston, Massachusetts, Chicago, Illinois, Denver, Colorado, Los Angeles, California, New Orleans, Louisiana, Orlando, Florida, Phoenix, Arizona, San Diego, California, San Francisco, California, San Jose, California, Shreveport, Louisiana, and Washington, D.C.

All rentals outside the State of Texas will be subject to a \$10.00 a day surcharge at the participating out-of-state locations. This surcharge is reimbursable.

**Per John Hampton with Enterprise, the contract rates for Texas are accepted Nation-wide.

OTHER TRAVEL REGULATIONS

CONSERVATION OF FUNDS

The Travel Regulations Act states, “A state agency shall minimize the amount of travel expenses paid or reimbursed by the agency. The agency shall ensure that each travel arrangement is the most cost-effective considering all relevant circumstances”. Therefore, the State of Texas and Lamar University require its employees to practice “conservation of funds”. Listed is a group of travel regulations used to help accomplish this requirement.

Cost Efficient Method of Travel

Lamar University employees should choose the most cost efficient method of traveling when traveling on university business. **A comparison should be made between the cost of flying and the cost of driving to and from the business destination.** Calculate the cost of flying by totaling mileage to and from the airport, the airline ticket, parking fees, and rental car fees. (The cost of the airline ticket must be determined at the time the travel is planned, not on the day of the travel or when the traveler returns. These latter dates do not reflect the true cost of a ticket if the ticket is purchased in advance, i.e. many tickets are cheaper when purchased 21 or more days in advance). Calculate the cost of driving by totaling mileage, any overnight hotel charges incurred to and from the final business destination, and additional meal money for the extra travel time. The lower of the two should be the form of travel chosen. However, if the higher form of travel is chosen, the traveler will only be allowed reimbursement in the amount of the lower cost. Please note; **documentation must be provided on the form of travel not chosen.** For example, you must get something in writing from a travel agency or print out something from the Internet showing the cost of an airline ticket to the business destination. A comparison sheet showing the breakdown of both forms of travel must be attached to the voucher.

Four-Per-Car-Rule (Coordination of Travel)

“Coordination of travel must occur when two, three, or four state employees employed by the same state agency travel on the same date with the same itinerary to conduct the same official state business. When coordination of travel is required, a state agency may reimburse only one of the state employees riding in the personally owned or leased motor vehicle for mileage to the duty point”.

“Coordination of travel is not required if the chief administrator of the state agency that employs the employees determines before travel that coordination of travel is infeasible. That determination may be made only if the infeasibility is caused by factors relating to official state business”.

PROSPECTIVE EMPLOYEES

A prospective employee is an individual that Lamar University considers for employment with the university. The individual may be reimbursed for expenses relating to his/her travel to the university, such as airline, rental car, mileage, hotel, meals, etc. Lamar University shall treat a prospective state employee as an actual employee for the purpose of reimbursing this type of travel. The only difference being the prospective employee is not exempt from paying state occupancy taxes; therefore the university will reimburse the prospective employee for this incurred charge.

Also, please remember that when filling out the travel voucher, the title of the individual should be "Prospective Employee" and the designated headquarters should be the individual's hometown, as this person is not yet an employee of Lamar University – Beaumont.

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.

EXAMPLE

**GROUP TRAVEL
CASH DISTRIBUTION FORM**

I, Professor John Doe, disbursed \$36 per day from April 3 to April 5, 2006 to the following students during a trip to NASA (National Aeronautics and Space Administration) in Clear Lake, Texas.

<u>Student's Name</u>	<u>Cash Rec'd</u>	<u>Social Sec. Number</u>	<u>Signature & Date</u>
1. Jane Smith	\$108	_____	_____
2. John Brown	\$108	_____	_____
3. Sam Wilson	\$108	_____	_____
4. Elizabeth Green	\$108	_____	_____
5. Cindy Griffin	\$108	_____	_____
6. Walter Williams	\$108	_____	_____

TRAVEL VOUCHER PROCEDURES

A “Travel Voucher” is used to reimburse the traveler as well as record the traveler’s expenses. The form must be completed, approved, and submitted to the Travel Office upon the traveler’s return. All original receipts, back-up documentation and the Request to Travel form must be attached to the travel voucher. If there are *small receipts*, please attach them to a standard 8.5 x 11 sheet of paper. Please make a copy of the voucher and all attachments for your records. **The Travel Voucher should be typed or completed online, printed, signed by all parties and then sent to the Travel department. If the voucher is not legible, it will be returned.**

Only Lamar University employees and prospective employees are reimbursed using a Travel Voucher. Others, such as students not employed by Lamar, are reimbursed using a Request-To-Pay Vendor. Remember, Lamar University employees are not required to pay State of Texas hotel occupancy taxes, so the employees must provide the hotel with a Texas Hotel Tax Exemption Certificate (Texas Comptroller of Public Accounts Form 12-302), as this is not a reimbursable expense.

When traveling to conferences and special events, travelers are required to provide documentation of their trip for backup, i.e., the brochure, invitation, itinerary, email, etc...telling about the event they are attending.

The following sections must be completed on the “Travel Voucher” (see “Appendix II” of this Guide for examples of different types of travel). If any information is missing, your request will be returned for completion.

Sections to Complete:

Sec. 5 Effective Date: Date travel voucher is being completed.

Sec. 6 Doc Date: First date of travel.

Sec. 10 Pay to: Traveler’s name & home address. You may type Index Number here too.

Sec. 11 Title: Traveler’s title and department name.

Sec. 13 Texas Identification Number: Traveler’s social security number.

Sec. 14 Leave blank or you may type the account number here.

Sec. 16 Service Date: Last date of travel.

Sec. 17 Description: Destination and reason for trip.

Sec. 18 Distribution: Because the back (or page 2) of the travel voucher relates to section 18 of the front, **complete the back first**. (If using the computerized Travel Voucher, some of these sections will automatically transfer from the back page to the appropriate section on the front page). Use the proper “In-State” or “Out-of-State” sections. **Arrival and departure times** must be noted. A **detailed description** of the trip must be provided in Section “Y”, **without abbreviations** (except for state abbreviations), including any mileage being claimed. An “**I**” for in-state or an “**O**” for out-of-state mileage must be entered to the right of the “Mileage” column for proper transferring to the first page. Before totaling section 18, list and deduct any Travel Cash Advance given.

Sec. 19 Signatures: The traveler and the authorized Dean or Division Administrator must sign the Travel Voucher.



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)		6. Doc date (First date of travel)		7. DOC agency 734	8. FY 06
					9. Document amount \$0.00
10. Pay to:					11. Title
					12. Designated headquarters LAMAR UNIVERSITY-BEAUMONT
13. Texas identification number			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)	17. Description (Agency use only)
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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		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						\$0.00	

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			

COMMON MISTAKES

- 1) Failure to enter traveler's **name, home address, social security number, current job title**, and/or **correct account number** on the travel voucher.
- 2) Failure to have **proper authorization** on the travel voucher. (See page 2 – Delegation of Travel Authorization)
- 3) Failure to complete **section “Y”** on the back (or 2nd) page of the travel voucher. This section of the voucher *MUST* be completed with *DETAILS* of the trip. *No Abbreviations*.
- 4) Failure to enter the **time of departure** from headquarters and the **time of arrival** back to headquarters on the travel voucher, including one-day travel.
- 5) Erroneously including the **hotel tax with the lodging room rate**. The hotel tax must be entered in section 18 of the travel voucher under “Expense Itemization – Incidental Expenses”.
- 6) Erroneously claiming *state hotel occupancy taxes*; state does not pay this charge. The traveler must provide the hotel with a “Texas Hotel Occupancy Tax Exemption” form.
- 7) Failure to **adjust hotel tax** when having to adjust the hotel rate. For example, the hotel room rate is \$90, but the traveler is only allowed to claim \$70; the taxes for the room must be calculated on \$70, not \$90.
- 8) Entering “out-of-state travel” data under the sections for “in-state-travel” data.
- 9) Failure to turn in **proper receipts** for the trip. Traveler *MUST* have “**original**” receipts on all charges. If a receipt is lost and the traveler turns in a copy obtained from the business, the traveler must note why there is not an original receipt and sign that statement.
- 10) **Meal receipts** are not required for travel in the 48 contiguous states; **however**, meal receipts *are required* for travel to **Hawaii, Alaska, Canada, Mexico**, and **ALL** other foreign destinations. (See page 15 – Meal Allowance)
- 11) Erroneously including charges, such as airline tickets or registration fees, on the travel voucher that were paid on a purchase order or request-to-pay.
- 12) Failure to note and **deduct a cash advance** on the travel voucher.
- 13) Failure to turn in residual **cash advance monies** and travel vouchers **within 10 days** of their return.
- 14) Erroneously claiming meal money on a one-day trip. Lamar University only reimburses *meal money on overnight trips*.

- 15) ***Failure to check BEFORE sending in travel documents.*** If the account is insufficient, you must hold the documents until a budget transfer/revision has been completed.
- 16) Erroneously using the “first and last day” column on the Domestic Per Diem Rates website.
- 17) Failure to inform Travel Coordinator of Travel Signature Authority given to an individual in the event of absence of Dean or Vice President.
- 18) Erroneously using a manufactured stamp to sign documents.
- 19) Failure to indicate on voucher if Internet use and phone calls are business related.
- 20) Erroneously combining two (2) trips on one travel voucher.
- 21) Erroneously rounding up mileage rate to the next number. (See page 16 – Mileage Rate)