

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 \$** _____ **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	620.00
4007	NonTX - Mileage	76.01
4008	NonTX - Actual Expenses	
4009	NonTX - Incidental Expenses	60.00
4010	NonTX - Meals / Lodging	222.00
4011	Foreign Travel	
4012	Prospective Employees	
4013	Registration Fees	
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						

16. Service date (Last date of travel) 04-12-06			17. Description (Agency use only) Attend Federal Travel Seminar in Birmingham AL				
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	612.18
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		21. Agency use	
Agency sign here ▶		Title	
22. Approval		Date	

