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.

F3.32

LAMAR UNIVERSITY REQUEST TO TRAVEL AT UNIVERSITY EXPENSE

Name	Maria	Roberts		Soc.	Sec. No_	123-45-	6789	Date	03/16/06		
Departme	ent	Finance-Travel		Posi	tion	Accounting	g Associate)	V****		
Destination	on	Birmingham AL		Date	e(s) of Tra	vel: From	04/10/06	То	04/12/06		
Purpose o	f Travel	To attend the Fed	deral Travel	Seminar	2006				***************************************		
Account	No .	214444	_ Cash Ad	vance \$.		Approve	d by:			
					Ai	mount	لہ ۵		's / Division		
Obj Code		Description	Approx Exp.				Ad	mınıstr	ator's Initials		
4001	TY - Duh	olic Transportation		-	Request	ed by					
4001	TX - Mile	•		-	ricquest	cu by	Traveler				
4004		dental Expenses					•				
4005		als / Lodging		7	Recomm	nended by					
4006	-	Public Transportation	620.00			•	Depar	tment	Head		
4007	NonTX -		76.01	*****			,				
4008		Actual Expenses									
4009	NonTX -	Incidental Expenses	60.00		Approve	d by					
4010	NonTX -	Meals / Lodging	222.00		Dean / Division						
4011	Foreign	Travel		<u></u>							
4012	Prospec	tive Employees		****	******	* FOREIG	N TRAVEL	*****	*******		
4013	Registra	tion Fees		Atta	ach an itiner	ary and "For	eign Travel R	equest	and		
TOTAL			\$978.01	Rel	ease of Liab	ility" form; t	hen, acquire a	approv	al below.		
		Airlines, Rental Car, Cab F			Approve	d by	D	/D -f A	A EC		
	-	Room Tax, Business Phone	-				Provost / EV	'P ot A	cad. Affairs		
_		Mileage = See Website for			Approve	d by					
^ Meals / Lodg	jing: = Se	e Website for Current Rate	•		Approve	President					
	N	EORMATION RE	QUIREDIFO	R WASI	HINGTON	D.C. TRA	VELONLY	7			
Contact F		()	· · · · · · · · · · · · · · · · · · ·	_ Build	ding		Phone #				

INSTRUCTIONS:

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

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



22. Approval

TRAVEL VOUCHER / FORM Page 1 3. Agency Name 1. Archive reference number Current document number LAMAR UNIVERSITY 734 DOC agency 9. Document amount 04-10-06 734 06 04-14-06 \$991.65 10. Pay to: ACCOUNTING ASSOCIATE MARIA ROBERTS 123 YELLOW BRICK ROAD LAMAR UNIVERSITY-BEAUMONT **EMERALD CITY, OZ 12345** 214444 4. I am an "appointed officer" and certify that all documentation required to be filed with the Texas Ethics Commission has been filed. Texas identification number sign > 123-45-6789 here TC FUND COBJ AMOUNT 15, SFX APPN PCA PMT DUE DATE INVOICE NUMBER AGENCY USE AGENCY USE 15. SFX APPN FUND PCA ΑY COBJ AMOUNT INVOICE NUMBER PMT DUE DATE AGENCY USE AGENCY USE COBJ AMOUNT FUND PCA 15, SFX APPN TC AY INVOICE NUMBER PMT DUE DATE AGENCY USE AGENCY USE 16. Service date (Last date of travel) 17. Description (Agency use only) 04-12-06 Attend Federal Travel Seminar in Birmingham AL AMOUNT 18. DISTRIBUTION Expense itemization for in-state travel: 0.00 Fares, Public transportation Rental Car Air Fare 0.445 0.00 0.00 Personal car mileage Miles @ (Rate set by Legislature) 0.00 Meals and / or lodging Parking Incidental expenses (itemize) Expense itemization for out-of-state travel: Rental Car 152.18 612.18 460.00 Fares, Public transportation Air Fare 0.445 76.01 170.80 Personal car mileage Miles @ (Rate set by Legislature) 253.12 Meals and / or lodging Parking Incidental expenses (Itemize) 15.34 Hotel Taxes Gas for Rental Car 35.00 \$991.65 TOTAL 19. I certify that the expense account shown above is true, correct, and unpaid. Supervisor Date Date sign here sign here 20. Contact name Phone (Area code and number) 21. Agency use Title Date sign Agency here

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IN-STATE MEALS AND LODGING									ACTUAL EXPENSE					
Leave Headquarters					Arrive Headquarte				Meals Lodging	Lodging not to	Lodging TOTAL	g. h. E. Meals Lodging To		
Date	Hour	Min.	m	Date	Hour	Min.	m.	exceed \$36	exceed \$36	exceed \$85				
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TOTAL MEALS NON OVERNIGHT j. TOTAL MEALS & LODGING K.									TOTAL ACTUAL EXPENSE I.					

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
Date	Leave Headquarter	rs Min.	l m.	п. Н	Arrive leadquarter Hour	s Min.	m.	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. Meais	t. Lodging	u. Total
04-10-06	11	00	A				<u> </u>		33.44	72.00	105.44			
04-11-06			П						31.68	72.00	103.68	,		
				04-12-06	6	30	Р		44.00		44.00		-	
			-											
			\vdash				H							
	L		TOT	AL MEALS NON OVER	NIGHT			v.	TOTAL MEALS &	LODGING	w. 253.12	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	Separate mileage by TYPE of Travel Place an "I" for in-State or				
1 1 10 10 10 10 10 10 10			Contract of March	in 'O" for Out-of-State Type In-State Out-of-State			
04-10-06	Left headquarters in personal vehicle and drove to the Bush International Airport in Houston TX where I flew to	85.40		III-DIALE	Out-of-State 85.40		
	Birmingham AL to attend the Federal Travel Seminar. Acquired rental car from Enterprise Rental Agency at						
	airport. Stayed overnight at Holiday Inn.						
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. Drover personal vehicle from Houston TX back to headquarters.	85.40	0		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 x (28% + 48%) = \$44 x 76% = \$33.44						
	Day two: Lunch was provided, therefore, claiming breakfast and dinner only.						
	\$44 x (24% + 48%) = \$44 x 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	Total		170.80		