

## EXAMPLE 1

### IN-STATE TRAVEL

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

Ms. Roberts is traveling from Lenoir University, Decatur, Texas to Austin, Texas to attend the State of Texas Prayer 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.

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 Decatur. 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 Assistant

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

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 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 \$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, Car Care Approved by

\* Incidental Expenses: Room Tax, Business Class Galle, Bedding Provost / EVP of Acad. Affairs

\* Mileage: Personal Car Mileage = See Website for Current Rate

\* Meals / Lodging: = See Website for Current Rate

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.
2. Submit this form with the travel department.
3. Must be approved by a person on the Lamar University President's Travel Approval List.



**TRAVEL VOUCHER / FORM**

<small>1. Archive reference number</small>	<small>2. Agency number</small>	<small>3. Agency Name</small>	<small>4. Current document number</small>			
<small>5. Effective date (Agency use)</small> <b>04-14-06</b>	<small>6. Doc date (First date of travel)</small> <b>04-10-06</b>	<small>7. DOC agency</small> <b>734</b>	<small>8. FY</small> <b>06</b>	<small>9. Document amount</small> <b>\$571.53</b>		
<small>10. Pay to:</small> <b>MARIA ROBERTS 123 YELLOW BRICK ROAD EMERALD CITY, OZ 12345</b>			<small>11. Title</small> <b>ACCOUNTING ASSOCIATE</b>			
<b>214444</b>			<small>12. Designated headquarters</small> <b>LAMAR UNIVERSITY-BEAUMONT</b>			

20-40-0109

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
<i>AGENCY USE</i>							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
<i>AGENCY USE</i>							

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

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

<small>Claimant</small> <b>sign here</b>	<small>Date</small>	<small>Supervisor</small> <b>sign here</b>	<small>Date</small>
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<small>20. Contact name</small>	<small>Phone (Area code and number)</small>	<small>21. Agency use</small>
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IN-STATE MEALS AND LODGING										ACTUAL EXPENSE			
a. Leave Headquarters			b. Arrive Headquarters				c. Meals non-overnight not to	d. Meals not to	e. Lodging not to	f. TOTAL	g. Meals	h. Lodging	i. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.	not to exceed \$36	exceeds Maximum Rate	exceeds Maximum Rate	Meals	Lodging	Total
04-10-06	11			04-12-06	1	45	P		28.00	85.00			113.00
									18.00	65.00			18.00

OUT-OF-STATE MEALS AND LODGING										ACTUAL EXPENSE			
a. Leave Headquarters			b. Arrive Headquarters				c. Meals non-overnight not to	d. Meals not to	e. Lodging not to	f. TOTAL	g. Meals	h. Lodging	i. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.	not to exceed \$36	exceeds Maximum Rate	exceeds Maximum Rate	Meals	Lodging	Total

INFORMATION REQUIRED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE

Date	Description	Type	In-State	Out-of-State
		In-State	Out-of-State	
04-18-06	Left headquarters in personal vehicle and drove to the Southeast Texas Regional Airport, Austin, TX to attend the State of Texas Travel Seminar. Taxi to the Omni Hotel.			
	Regional Airport - drove personal vehicle from airport to headquarters.		7.00	1.00

The information listed below this line is for show basis only. It is not to be used for reimbursement purposes.

In-state meals: Breakfast = \$8, Lunch = \$10, Dinner = \$10

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

Total	14.00	14.00
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