

## 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 4001 TX - Public Transportation (300.00), 4002 TX - Mileage (6.23), 4004 TX - Incidental Expenses (10.00), 4005 TX - Meals / Lodging (221.00), 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 \$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>	
					<small>12. Designated headquarters</small> <b>LAMAR UNIVERSITY-BEAUMONT</b>	
					<b>214444</b>	

13. From information on...

14. Use in reported effect and...

<small>15. SFX</small>	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT

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

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

<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>0.00</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	
Incidental expenses (itemize)	City Tax <b>15.30</b>
<b>Expense itemization for out-of-state travel:</b>	
Fares, Public transportation	Taxi <b>0.00</b> - Air Fare <b>0.00</b> - Rental Car <b>0.00</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	
Incidental expenses (itemize)	
<b>TOTAL</b>	
<b>\$571.53</b>	

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

<small>Claimant</small>	<small>Date</small>	<small>Supervisor</small>	<small>Date</small>
<b>sign here</b>		<b>sign here</b>	

<small>20. Contact name</small>	<small>Phone (Area code and number)</small>	<small>21. Agency use</small>

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				
04-10-06	11			04-12-06	1	45	P		28.00	85.00	113.00			
04-11-06									20.00	65.00	111.00			
									18.00		18.00			

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
Headquarters				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				

INFORMATION REQUIRED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE

Date	Time	Location	Expense Type	Amount	In-State	Out-of-State
04-10-06	11:00	Austin, TX	Meals	28.00	28.00	
04-11-06		Regional Airport	Lodging	65.00		65.00
04-12-06	1:45	Regional Airport	Meals	18.00	18.00	
*Show point-to-point breakdown, including inter-city mileage claims				Total	14.00	14.00