

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

Ms. Roberts is traveling from Lenoir University, Doornick, 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 receive a rental car from a "contract rental agency" and drive to her hotel.

04/11/06 - At 9:20 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 9:30 a.m. she will attend the seminar. At 12:30 a.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.

EXAMPLE 3

LAMAR UNIVERSITY

F3.32

REQUEST TO TRAVEL AT UNIVERSITY EXPENSE

Name Marie Roberts Sec. No. 122 45 6790 Date 02/10/06

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

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: Airline Rental Car (per fare)

* 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 <u> </u> (in Washington D.C.)	Building <u> </u>	Phone # <u> </u>

INSTRUCTIONS:
 1. Complete and file with the Travel department. **BEFORE** going on trip. (Not for reimbursement)



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. Orig. date (First date of travel) 04-10-06	7. Doc. amount 734
8. CV		9. Document amount 06	
10. Pay to: MARIA ROBERTS		11. Title ACCOUNTING ASSOCIATE	
123 YELLOW BRICK ROAD		LAMAR UNIVERSITY-BEAUMONT	
EMERALD CITY, OZ 12345		214444	
12. Travel identifier number 123-45-6789		14. Law on associated official and certify that all documentation required to be filed with the State Ethics Commission has been filed.	
sign here ▶			

	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
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	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	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)	15.34
Gas for Rental Car	35.00
TOTAL	\$991.65

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

Claimant	Supervisor	Date
sign here ▶	sign here ▶	

20. Contact name

21. Agency use

