

EXAMPLE 2

IN-STATE TRAVEL WITH A CASH ADVANCE

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

Maria Roberts is traveling from Lamar University, Beaumont, Texas, to Austin, Texas, to attend the State of Texas Travel Seminar 2006. She is requesting a **\$500 Cash Advance**.

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. Lunch will be provided by the seminar.

04/16/06 – 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 Beaumont. 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.

EXAMPLE 2

LAMAR UNIVERSITY

F3.32

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 Austin TX Date(s) of Travel: From 04/10/06 To 04/12/06

Purpose of Travel To attend the State of Texas Travel Seminar 2006

Account No . 214444 Cash Advance \$ 500.00 Approved by: Amount Dean's / Division Administrator's Initials

Obj Code Description Approx. Exp.

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
4015.12 TD /F4 10.08 Tf -0.0802 F2 9.1Sa5Tc 0.16917 Tw (ForeiNrer) Tj -433.68 -15.12 j -438 s -438 sTf -0.0802

Requested by
Traveler
Recommended by
Department Head
Approved by
Dean / Division Administrator



IN-STATE MEALS AND LODGING

a. Leave Headquarters				b. Arrive Headquarters			c. Meals non-overnight not to exceed \$36	d. Meals not to exceed \$36	e. Lodging not to exceed \$85	f. TOTAL	g. Meals	h. Lodging	i. Total
Date	Hour	Min.	m	Date	Hour	Min.	m.						
04-10-06	11	00	A						28.00	85.00			
04-11-06									26.00	85.00			
				04-12-06	1	45	P		18.00				

TOTAL MEALS NON OVERNIGHT j. TOTAL MEALS & LODGING k. 242.00 TOTAL ACTUAL EXPENSE l.

OUT-OF-STATE MEALS AND LODGING

m. Leave Headquarters				n. Arrive Headquarters			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. Meals	t. Lodging	u. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.						

TOTAL MEALS NON OVERNIGHT v. TOTAL MEALS & LODGING w. TOTAL ACTUAL EXPENSE

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