

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

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

drive to her hotel.

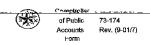
Birmingham Convention Center. Funch will be provided by the seminar.

rental car to the airport and fly from Birmingham, AL to Houston, TX. When she arrives

Ms. Roberts' annrovimate expenses will be listed on the Request To Travel

LAMAR UNIVERSITY REQUEST TO TRAVEL AT UNIVERSITY EXPENSE

NIAMA MARKETER	Morio Doberto			100 AE G700	Data Daldelog							
Warnetm Line			Daakiga/		-4-							
Destinati	on Birmingham AL		Date(s) of Trav	rel: From <u>04/10/0</u>	6 To <u>04/12/06</u>							
Purpose o	of Travel <u>To attend the Fed</u>	leral Travel Se	minar 2006		and application of the second							
Account	No. 214444	Cash Adva	-	- Approx	/ed by:							
may sdais 3	- Aller Company	- Tele <u>12 - 12 (13 (13 (13 (13 (13 (13 (13 (13 (13 (13</u>										
Obj Code	Description	Approx. Exp.	· · · ·									
4001	TX - Public Transportation		Requeste	ed by								
4002	TX - Mileage				Traveler							
4004	TX - Incidental Expenses		D									
4005	TX Meals L1 adding		Recommended by									
	NonTY - Public Transportation	<u> </u>			artment Head							
4007	NonTX - Mileage	76.01										
4008	NonTX - Actual Expenses		•									
4009	NorTX incidental Expenses		- Approve	•	initial and a district of							
*** 40 10 **	NONTA - Meals / Louging	222.00			เขาราบา คืนที่ที่ที่เราสาบ							
4011	Foreign Travel											
4012	Prospective Employees	<u></u>	 	FUREIGN TRAV	EL							
4013	Registration Fees		Attach an itinera	ary and "Foreign Trave	Request and							
TOTAL		\$978.01	Belease of Liabi	lity" form; then ecqui	ro annroval holow							
	Sontation: Airlines Bentail or ('on F		Albitoné S	Finding								
	rsonal Car Mileage = See Website for			MAC - 154E (101264)								
-	ging: - See Website for Corrent Rate		Approve (1 h.v								
modio i Lou	ging. Occ Wobsic for Outland Nate		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	President								
	INEORMATION REC	DUIREDIE OR	washington	D.G. TRAVELON								
Contact	Person		Building	Phone	Phone #							
in sign	nocia Cuira di Sala Para a Rui.	annis remoteries	Color A. T. L.L. Sour Color of the Literature	WASHINGTON TON	ากา และการกับ เมรองอย							



Archive-reference number	R/FORM				г	age <u>1</u> of							
	734	LAMAR UNIVE	หรูการ์			4. Current document num	5 6 7						
	5. Effective date (anence	(1901) IS Doc date /First da	ete of trevel\Iz_poc	TOTAL 19 EV	IQ Document amount	Sen and Charles and Control of the C							
	04-14-06	04-10)-06 73		\$991.65								
10. Pay to:					11. Title	ACCOCIATE							
MARIA ROBERTS				1	ACCOUNTING A	WWW							
123 YELLUVI BRIU													
EMERALD CITY, O	Z 12345		214444			KSIIY-BEAUMONT							
2 Town identification a subsection of the subsec		sign here	প্রেট্রিনিশ্রমার স্থার সাম সামার বর্গনার সাম প্রেট্রিনিশ্রমার স্থার সামার বর্গনার সামার বর্গনার সামার সামার সা	nn mad Mad Page an Seil	dan maranan arus samakarum.	Far not now when the control of the	Ē						
	ag myskamakaniji bilina ir				To the first specific and the second		71. 71.						
	<u> </u>	The second secon		<u>*************************************</u>	<u></u>								
		* ************************************	で (の) (4) (金田 (100 (100 (100 (100 (100 (100 (100 (10	0.044.	A Section 1								
		E- - -		: :	1.1	i .							
	1 1			-	- · · : = · · :								
ACCEPTAGE					-								
	·												
	I												
15. SFX APPN	TC	FUND	PCA	AY	COBJ	AMOUNT							
INVOICE NU	IMBER	PMT DUE DATE AGE	ENCY USE										
AGENCY USE													
AGENCY USE	T T												
15. SFX APPN	TC	FUND	PCA	AY	COBJ	AMOUNT							
INVOICE NU	IMBER-	PMT DUE DATE AGE	ENCY USE			<u> </u>							
AGENCY USE	AGENCY USE												
16. Service date (Last date of tra	•		rrotion (Agency use only)										
1	4-12-06	Atten	d Federal Travel	Seminar in	Birmingham AL								
0	4-12-00				J.	AMOLINIT							
48.DISTRIBUTION		-	·			. TŅILOŅĀ.							
18. DISTRIBUTION Expense itemiza	tion for in-state tra	-											
48 DISTRIBUTION	tion for in-state tra	vel:	rare -	- K entai €an		0.00	:						
18. DISTRIBUTION Expense itemiza	tion for in-state tra	vel:	rare ar by Legislature)	- 0.445		0.00 :	1.1						
Expense itemiza	tion for in-state tra	vel:	1.			0.00	-						
Expense itemiza Fares, Pooric tran Personal carmile Meals and / or loc Parking	tion for in-state tra isportation is age 0.00 Iging	vel:	1.			0.00 :	-						
Expense itemiza Fares, Pomic uam Personal carmile Meals and / or loc	tion for in-state tra isportation is age 0.00 Iging	vel:	1.			0.00 :	-						
Expense itemiza Fares, Pooric uran Personal carmile Meals and / or loc Parking Incidental expens	tion for in-state transportation for in-state transportation is age of the state of	ivel:	1.			0.00 :	-						
Expense itemiza Fares, Pooric uran Personal carmile Meals and / or loc Parking Incidental expens	tion for in-state tra isportation is age 0.00 Iging	ivel:	er by tegislature)	0.445		0.00 0.00	-						
Expense itemiza Fares, Pooric uran Personal carmile Meals and / or loc Parking Incidental expens	rition for in-state transportation 18 (1000) Idging Ses (Itemize) Intion for out-of-state transportation 18 (1000)	e travel:	1.	0.445 Rental Carl 15	52.18	0.00 0.00 0.00	-						
Expense itemiza Fares, Point uan Personal carmile Meals and / or loc Parking Incidental expens Expense itemiza	tion for in-state transportation in the state transportation in the state transportation for out-of-state transportation in the state transpor	e travel:	er by tegislature)	0.445	52.18	0.00 0.00 0.00 0.00 0.00	-						
Expense itemiza Personal carmile Meals and / or loc Parking Incidental expens Expense itemiza	tion for in-state transportation for out-of-state transportation Talenge 170.80	e travel:	ei by tegislature) Fare 460.00	0.445 Rental Carl 15	52.18	0.00 0.00 0.00	-						
Expense itemiza Fares, Pooric tran Personal carmile Meals and / or loc Parking Incidental expens Expense itemiza Fares, Public tran Personal car mile Meals and / or loc Parking	tion for in-state transportation 18 18 18 18 18 18 18 1	e travel: AllAir Miles @ (Rate soAir Miles @ (Rate soAir Miles @ (Rate so	ei by tegislature) Fare 460.00	0.445 Rental Carl 15	52.18		-						
Expense itemiza Fares, Pooric uran Personal carmile Meals and / or loc Parking Incidental expens Expense itemiza Fares, Public tran Personal car mile Meals and / or loc	tion for in-state transportation 18 18 18 18 18 18 18 1	e travel:	ei by tegislature) Fare 460.00	0.445 Rental Carl 15	52.18		-						
Expense itemiza Fares, Pooric uran Personal carmile Meals and / or loc Parking Incidental expens Expense itemiza Fares, Public tran Personal car mile Meals and / or loc Parking	tion for in-state transportation 18 18 18 18 18 18 18 1	e travel: AllAir Miles @ (Rate soAir Miles @ (Rate soAir Miles @ (Rate so	ei by tegislature) Fare 460.00	0.445 Rental Carl 15	52.18								
Expense itemiza Fares, Pooric tran Personal carmile Meals and / or loc Parking Incidental expens Expense itemiza Fares, Public tran Personal car mile Meals and / or loc Parking	tion for in-state transportation 18 18 18 18 18 18 18 1	e travel: Air Miles @ (Rate se	Fare 460.00	0.445 Rental Carl 15	52.18 I								
Expense itemiza Fares, Pooric uran Personal carmile Meals and / or loc Parking Incidental expens Expense itemiza Fares, Public tran Personal car mile Meals and / or loc Parking Incidental expens	tion for in-state transportation 1.00 light 0.00 light 0.00 light 1.00 light 1	e travel: Miles @ (Rate so Air Miles @ (Rate so Otel Taxes Case for Pontal Core	Fare 460.00 et by Legislature)	0.445 Rental Carl 15			-						
Expense itemiza Fares, Pooric uran Personal carmile Meals and / or loc Parking Incidental expens Expense itemiza Fares, Public tran Personal car mile Meals and / or loc Parking Incidental expens	tion for in-state transportation 1.00 light 0.00 light 0.00 light 1.00 light 1	e travel: Air Miles @ (Rate so Otel Taxes Con for Pental Con Ingre.	Fare 460.00 et by Ledislature)	0.445 Rental Carl 15			-						
Expense itemiza Fares, Pooric uran Personal carmile Meals and / or loc Parking Incidental expens Expense itemiza Fares, Public tran Personal car mile Meals and / or loc Parking Incidental expens	tion for in-state transportation large	e travel: Air Miles @ (Rate se	Fare 460.00 et by Ledislature)	Rental Carl 15	TOTAL		-						

Form	73-174 (Back)(Rev, 9-	-01/7)											1		Page _	_of						
IN-STA	TE MEAL	SANI	DLODG	ING										•	AU I Û	II EXPE	ist.	i '					
2.		PANE.		<u> </u> <u>b</u> .		_ Arriva			Meats-	d	ē.	lt	· · <u> </u>										į
e	Head	Section 2	FETURIA.	i jir		loadouartare, cumbble 0.000			not to	not to	. ! adding . not to	7274		Meals	Lodgi	na	Total	i		:=			i
- Dat	e -+	our	Min.	m	. Date	Hour	Min. I m		mend-\$36 -	extreed \$36	extend \$85	.ļ <u>.</u>	-		Lough		:						
								oxdot															!
		-]																		-
Щ.				Ľ	ا	l	I					1		I			.	.1.					
							I																

								Ш						<u> </u>									
								\perp						-									
								L															
		., ,				_	 	1			<u> </u>												
		L	4	\perp		_		1									1						
		L	1		<u> </u>	<u> </u>		1			_L	_		+			+	—					
ننت أدي	=	az. oc.a	and the second of		TOTAL MEALS	nos orannon			Large Section	. TOTAL MEAL	E.R.LODOWO		· ·	TOTAL ACT	Jīvi čāosi					: L			
	T 05 05	Trp:	FA17 -	INIT .	ODOWS										***	TIIAI EY	DENICE						
lon.	T-OF-ST/			ND L	L							, 1.		-	AG	OALEX	PENSE						
m.		Leave	e rtare		I ^{n.}	Arrive Headmark			o. Meals	p. Meals	q. Lodging		Δι		. l+		hiş	 .					
		galidae ning	· Lovin	dens.	- Harrest								•	•		•		I .			41. A.	or culture	-21
ir and								90.7950	1 1000	ininin water ininin	Sau see viit.	5. l	v :] :	urater ou.		717						
**************************************	2							M;						Vy		destructi			شب بن				حربوم أأأة
	1-11-06			′ ′ ′	} 		 	1	-	31.			103.6		- 1		<u> </u>						
- 04	1-11-00		+	+	04-12-0	6 6	30	P		44.		00	44.00	_	\dashv		 						
			+-		07-12-0	<u> </u>	1 ~	╁			-	_	11.0	-									
-			+		 		1	\dagger															
-	•		1	+	 		1	\dagger															
			+-		<u> </u>		1	\dagger															
			1	_			1	T															
				_			1	\top									<u> </u>						
25 5 C	urens de	2015 F/AL			TO LIFT C NOW.	wateriant -			., <u>.</u>	TOTAL MEAS	e a i unapiro	517	253.1	7 72754 447	TILAL EVOE	MPE							
			- Controlle		JEARMATIC	SUBEAD	BER NY	71.5	Seriene e	E TÉYA <u>Q</u> I	EMNET ALL	OLUMNOE-C	M (IEVE			•		1000000	and works	es van kaar	VENT - LE TOL		
*			-4.5.3 to be	2002-111	44-434 Bu Feb. 42 Bu	and the first of the second	a Augustus Selection	A district	7 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	and the second second second second			L::::==	20 <u>21</u> 023		M				MINISTER PROPERTY		777887 V/+ I	
} - €)/VE	Sport of States of				.11301	ee se	200	MA HILL							- Fywar	Bank, Pall	Comp. 20 (25 42				Carentee	
	37 (37)	401041				\$470 DA								er in with a p		40.5				Uui-ui-Si		1,250,000	1
•F3 331 €		S 40,45	011-10-105		08.05.2805/0655	120 W. 181		#1965 #1965	2007 8101 1994	65 SEC. 18 18 18 18 18 18 18 18 18 18 18 18 18	ening Francis	u produce de la	458850	Carry Carry		1003/19-100	yazınığı melle	CS-1029-3-765	pouran	WR. LE	OLL ALC PROPERTY OF A		
ĭ	<u>-0410-</u>									n the Bush							·- ·	85.40L	<u> </u>		25.41	<u> </u>	i
ł									l Semina	arAcquire	d rental car	from Ente	rprise.	Rental A	gency	at							
			airport	. Sta	yed overni	ight at Ho	liday Ini	n.															
l		- 1																					_;
	04-11-	J6 ,	Atte	ndea	seminar.	stayed o	vemign	tatı	iidilday ir	m.						· 1		`		<u>_</u>			1
																			_				4
	04-12-	06	Atte							I drove rent			irned \	/ia airline	to Bu	sh		85.40	<u> </u>		85.4	0	1
			٠٠٠٠٠٠٠٠		en more e an a leg					ozeene zavelos.	V509040501950A		n in Tablic		an in a				T, H T, F			 	<u> </u>
} †††							-	:	= -						<u></u>				-:	a ma		•	
3		:				-																	1
1 4-			ITho	infor	mation list	ed helow	this line	ie t	n show h	ow meals w	vere calcula	ated Piese	se DO	NOT no	1 OD 160	ucher		I [:]	т	······i		*	J.—
J. P	4,459	(Value o	برية بأعدا						Yanna ii	TO THE STATE OF		1,5,7,2,6.	- :: -:	· Property	, g	-			:	·	7.	1.1	
		÷ .						_	-							_							
3 _	#≣!		· · · · · · · · · · · · · · · · · · ·				0	-	,									, r		· - · · · · · · · · · · · · · · · · · ·		- 1	: <u>:</u>
	nega araba negaran		YARIN K	20.00		Albert Francisco Line (1921)	1 : 1 ve care :					1701					11.3.25						
3 1-3-3 3 1-3-3	: := -	7:-5					·/ * * *	72.7		(- : <u></u> -	::-::= :				·				· ':	1
i Land	alle e ferre m	<u></u>	anichia R		X \ZOX Lasaab sace	4070) .manuidad	۸ ۳۰۳ مجيميت سيايان	۰	. پنون	hal/8==4 =	- مجيميناء ابد.	 پ مارسه				1	-	H	<u>+</u>	 		——	
	TELKNEW	- T	oay (iii)							hmaktaat a priideedoed n		enry.		-		Į.		<u> </u>	+	$\overline{}$			-
		- 1_	-		\$44 x (24%						-1-11					1		<u> </u>	+	+			
							-544 4444		3	<u>ಚಿತ್ರಚಿ</u> ಳಿತಗಳು ಪ್ರಭಾಕತಾತಾರಗಳು	Ganning J			:			winti t	- 11 <u>-</u> - 11-27				_	7117
			-				•		•		-												
ST		ــا_ــ	- manie	ருள்ளின்	conint hase	ന്റന്നു ത	milian;ini	iza_rii	wynileage	्रिम्स्य					-T.		470	en state	d.		200 - V.A	70:00	
r			J		TELESTATION OF THE				·y									The Production of the	24	-			
<u></u>									<u> </u>		-							<u>-</u>					