COMMON MISTAKES

1) Failure to enter traveler’s name, home address, banner id number, current job title, and/or correct banner index on the travel voucher.

2) Failure to have proper authorization on the travel voucher. (See page 2 – Delegation of Travel Authorization)

3) Failure to complete section “Y” on the back (or 2nd) page of the travel voucher. This section of the voucher MUST be completed with DETAILS of the trip. No Abbreviations.

4) Failure to enter the time of departure from headquarters and the time of arrival back to headquarters on the travel voucher, including non-overnight travel.

5) Erroneously including the hotel tax with the lodging room rate. The hotel tax must be entered in section 18 of the travel voucher under “Expense Itemization – Incidental Expenses”.

6) Erroneously claiming state hotel occupancy taxes; state does not pay this charge. The traveler must provide the hotel with a “Texas Hotel Occupancy Tax Exemption” form.

7) Failure to adjust hotel tax when having to adjust the hotel rate. For example, the hotel room rate is $90, but the traveler is only allowed to claim $70; the taxes for the room must be calculated on $70, not $90.

8) Entering “out-of-state travel” data under the sections for “in-state-travel” data.

9) Failure to turn in proper receipts for the trip. Traveler MUST have “original” receipts on all charges. If a receipt is lost and the traveler turns in a copy obtained from the business, the traveler must note why there is not an original receipt and sign that statement.

10) Meal receipts are not required for travel in the 48 contiguous states; however, meal receipts are required for travel to Hawaii, Alaska, Canada, Mexico, and ALL other foreign destinations. (See page 15 – Meal Allowance)

11) Erroneously including charges, such as airline tickets or registration fees, on the travel voucher that were paid on a purchase order or request-to-pay.

12) Failure to note and deduct a cash advance on the travel voucher.

13) Failure to turn in residual cash advance monies and travel vouchers within 10 days of their return.

14) Erroneously claiming meal money on non-overnight travel. Lamar University only reimburses meal money on overnight trips.

15) Failure to check BEFORE sending in travel documents. If the Index has insufficient budget, you must hold the documents until a budget transfer/revision has been completed.

16) Erroneously using the “first and last day” column on the Domestic Per Diem Rates website.
17) Failure to inform Travel Coordinator of Travel Signature Authority given to an individual in the event of absence of Dean or Vice President.

18) Erroneously using a manufactured stamp to sign documents.

19) Failure to indicate on voucher if Internet use and phone calls are business related.

20) Erroneously combining two (2) trips on one travel voucher.

21) Erroneously rounding up mileage rate to the next number. (See page 16 – Mileage Rate)