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.
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

<table>
<thead>
<tr>
<th>Obj Code</th>
<th>Description</th>
<th>Approx. Exp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4001</td>
<td>TX - Public Transportation</td>
<td>300.00</td>
</tr>
<tr>
<td>4002</td>
<td>TX - Mileage</td>
<td>6.23</td>
</tr>
<tr>
<td>4004</td>
<td>TX - Incidental Expenses</td>
<td>10.00</td>
</tr>
<tr>
<td>4005</td>
<td>TX - Meals / Lodging</td>
<td>221.00</td>
</tr>
<tr>
<td>4006</td>
<td>NonTX - Public Transportation</td>
<td></td>
</tr>
<tr>
<td>4007</td>
<td>NonTX - Mileage</td>
<td></td>
</tr>
<tr>
<td>4008</td>
<td>NonTX - Actual Expenses</td>
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</tr>
<tr>
<td>4009</td>
<td>NonTX - Incidental Expenses</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>NonTX - Meals / Lodging</td>
<td></td>
</tr>
<tr>
<td>4011</td>
<td>Foreign Travel</td>
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<tr>
<td>4012</td>
<td>Prospective Employees</td>
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</tr>
<tr>
<td>4013</td>
<td>Registration Fees</td>
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</tr>
</tbody>
</table>

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.

Approved by: Provost / EVP of Acad. Affairs
Approved by: President

INFORMATION REQUIRED FOR WASHINGTON D.C. TRAVEL ONLY

Contact Person:          Building:    Phone #:
(in Washington D.C.)


INSTRUCTIONS:
1. Complete and file with the Travel department BEFORE going on trip. (Note foreign travel instructions).
2. Must be approved by a person on the Lamar University President’s Travel Approval List.  jlt-02/06
TRAVEL VOUCHER / FORM

1. Archive reference number 734
2. Agency number LAMAR UNIVERSITY
3. Agency Name
4. Current document number

5. Effective date (Agency use) 04-14-06
6. Doc date (First date of travel) 04-10-06
7. DOC agency 734
8. FY 06
9. Document amount $71.53

10. Pay to: MARIA ROBERTS
11. Title ACCOUNTING ASSOCIATE
12. Designated headquarters LAMAR UNIVERSITY-BEAUMONT

13. Texas identification number 123-45-6789
14. I am an "appointed officer" and certify that all documentation required to be filed with the Texas Ethics Commission has been filed.

15. SFX 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 State of Texas Travel Seminar in Austin TX

18. DISTRIBUTION

Expense itemization for in-state travel:
Fares, Public transportation 40.00
Air Fare 268.00
Rental Car 0.00
Personal car mileage 14.00 Miles @ (Rate set by Legislature) 0.445
Meals and / or lodging 242.00
Parking
Incidental expenses (itemize) City Tax 15.30

CASH ADVANCE -500.00

Expense itemization for out-of-state travel:
Fares, Public transportation 0.00
Air Fare 0.00
Rental Car 0.00
Personal car mileage 0.00 Miles @ (Rate set by Legislature) 0.445
Meals and / or lodging 0.00
Parking
Incidental expenses (itemize) 0.00

TOTAL $71.53

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

Claimant
Date
Supervisor
Date

20. Contact name Phone (Area code and number)

Agency Title

21. Agency use

22. Approval Date
### IN-STATE MEALS AND LODGING

<table>
<thead>
<tr>
<th>Date</th>
<th>Leave</th>
<th>Arrive</th>
<th>Meals non-overnight</th>
<th>Lodging</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-10-06</td>
<td>11</td>
<td>A</td>
<td>28.00</td>
<td>85.00</td>
<td>113.00</td>
</tr>
<tr>
<td>04-11-06</td>
<td>26</td>
<td>P</td>
<td>18.00</td>
<td>18.00</td>
<td>111.00</td>
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</table>

**TOTAL MEALS NON-OVERNIGHT**: 46.00

**TOTAL MEALS & LODGING**: 242.00

**TOTAL ACTUAL EXPENSE**:

### OUT-OF-STATE MEALS AND LODGING

<table>
<thead>
<tr>
<th>Date</th>
<th>Leave</th>
<th>Arrive</th>
<th>Meals non-overnight</th>
<th>Lodging</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**TOTAL MEALS NON-OVERNIGHT**:

**TOTAL MEALS & LODGING**:

**TOTAL ACTUAL EXPENSE**:

### INFORMATION REQUIRED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE AND OTHER PERTINENT INFORMATION

- **DATE**: 04-10-06
  - Left headquarters in personal vehicle and drove to the Southeast Texas Regional Airport, where I flew to Austin, TX to attend the State of Texas Travel Seminar. Taxi to the Omni Hotel.
  - **Mileage**: 7.00

- **DATE**: 04-11-06
  - Attended Seminar. Stayed overnight at the Omni Hotel.

- **DATE**: 04-12-06
  - Attended Seminar. Left Seminar at 11:30 am. Taxi to airport. Returned, via airline to the Southeast Texas Regional Airport. Drove personal vehicle from airport to headquarters.
  - **Mileage**: 7.00

The information listed below this line is to show how meals were calculated. Please DO NOT put on voucher.

- **In-state meals**: Breakfast = $8, Lunch = $10, Dinner = $18

  - **Day one**: Left at 11:00 am, therefore, claiming lunch and dinner only.
    - $10.00 + $18.00 = $28.00

  - **Day two**: Lunch was provided, therefore, claiming breakfast and dinner only.
    - $8.00 + $18.00 = $26.00

  - **Day three**: Arrived back at headquarters at 1:45, therefore, claiming breakfast and lunch only.
    - $8.00 + $10.00 = $18.00

*Show point-to-point breakdown, including intra-city mileage claims

**Total**: 14.00