

## GROUP TRAVEL

When taking a group of students on a trip, the following rules **MUST** be followed:

1. When a Lamar University employee is in charge of the group travel and pays for the hotel, meals, event tickets, airline tickets, etc. with his/her state travel credit card or personal funds, reimbursement must be requested using a travel voucher. A list of the traveling students, as well as all original receipts (except actual meal receipts, unless it is foreign travel) must be attached to the travel voucher.
2. When distributing cash to the students for their meals, the responsible Lamar University employee must:
  - a. Type a list (Group Travel Cash Disbursement) consisting of each student's name, Banner ID number, and the amount of money given to them **each day** of the trip.
  - b. Each student **MUST** sign next to their name verifying they received the indicated amount of money (name, not initials).
  - c. This signed document must be attached to the travel voucher. \*\*\*

\*\*\* See following page for an example.

Remember, these distributed funds are not to be used to purchase **gifts, flowers, etc. for the students, their families or chaperones**. Each dollar must be properly accounted for when using Lamar University funds.

Please check meal rates **BEFORE** asking for a cash advance. The meal breakdown is 20% for breakfast, 30% for lunch and 50% for dinner. It is the **responsibility of the employee receiving the cash advance** to know the meal rates and how much is to be given for each meal.

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**EXAMPLE**

**GROUP TRAVEL  
CASH DISTRIBUTION FORM**

I, Professor John Doe, disbursed \$36 per day from December 3 to December 5, 2014 to the following students during a trip to NASA (National Aeronautics and Space Administration) in Clear Lake, Texas.

<u>Student's Name</u>	<u>Cash Rec'd</u>	<u>Banner Identification #</u>	<u>Signature &amp; Date</u>
1. Jane Smith	\$108	_____	_____
2. John Brown	\$108	_____	_____
3. Sam Wilson	\$108	_____	_____
4. Elizabeth Green	\$108	_____	_____
5. Cindy Griffin	\$108	_____	_____
6. Walter Williams	\$108	_____	_____