

## 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 2<sup>nd</sup>) 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)