

## **EXAMPLE 4**

### **FOREIGN TRAVEL**

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

Dr. O. Wizard is traveling from Lamar University, Beaumont, Texas, to Linz, Austria to attend the 4<sup>th</sup> International Math Conference.

06/02/06 – Dr. Wizard will leave headquarters at 11:30 a.m. and drive personal vehicle to the Bush Intercontinental Airport, where he will fly to Linz, Austria. When he arrives in Linz he will take a taxi to his hotel.

06/03/06 thru 06/08/06 – Attend seminar.

06/09/06 – At 7:30 a.m. he will fly from Linz, Austria to Houston, TX. When he arrives at Bush Intercontinental Airport, he will pay his parking fee and return to headquarters via personal vehicle at 7:45 p.m.

Dr. Wizard’s approximate expenses will be listed on the Request To Travel.

REQUEST TO TRAVEL AT UNIVERSITY EXPENSE

Name Dr. O Wizard Soc. Sec. No. 123-45-6789 Date 04/03/06

Department Mathematics Position Professor

Destination Linz, Austria Date(s) of Travel: From 06/02/06 To 06/09/06

Purpose of Travel To attend the 4th International Math Conference

Account No. 214444 Cash Advance \$ Amount Approved by: Dean's / Division Administrator's Initials

Table with 3 columns: Obj Code, Description, Approx. Exp. Rows include TX - Public Transportation, TX - Mileage, TX - Incidental Expenses, TX - Meals / Lodging, NonTX - Public Transportation, NonTX - Mileage, NonTX - Actual Expenses, NonTX - Incidental Expenses, NonTX - Meals / Lodging, Foreign Travel (2,000.00), Prospective Employees, Registration Fees, and TOTAL (\$2,000.00).

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.

- \* Public Transportation: Airlines, Rental Car, Cab Fare
\* Incidental Expenses: Room Tax, Business Phone Calls, Parking
\* Mileage: Personal Car Mileage = See Website for Current Rate
\* Meals / Lodging: = See Website for Current Rate

Approved by Provost / EVP of Acad. Affairs

Approved by President

INFORMATION REQUIRED FOR WASHINGTON D.C. TRAVEL ONLY
Contact Person (in Washington D.C.) Building Phone #
\* Must complete "Office of State-Federal Relations / Report of State Agency Travel to Washington D.C." form on website.

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

EXAMPLE 4

TEXAS STATE UNIVERSITY SYSTEM  
 REQUEST FOR CHAIRMAN OF THE BOARD OF REGENTS APPROVAL  
 AND RELEASE OF LIABILITY AND ASSUMPTION OF RISK  
 FOR SYSTEM EMPLOYEES TRAVELING TO FOREIGN COUNTRIES  
 USING STATE APPROPRIATED FUNDS

- |                                     |                              |                 |           |
|-------------------------------------|------------------------------|-----------------|-----------|
| 1. Institution:                     | Lamar University             | Agency Code:    | 734       |
| 2. Individual Traveling:            | Dr. O. Wizard                | Position Title: | Professor |
| 3. Date of Departure:               | 06/02/06                     | Date of Return: | 06/09/06  |
| 4. Contact Person and Phone Number: | Dorothy Gale, Phone 867-5309 |                 |           |
| 5. Places to be Visited:            |                              |                 |           |
| Country:                            | Linz                         | City:           | Austria   |

6. Estimated Cost of Trip:  
 (Include only state appropriated funds.\*)
- |                          |    |      |
|--------------------------|----|------|
| (a) Transportation       | \$ | 1260 |
| (b) Other Transportation |    |      |
| (c) Lodging              |    | 140  |
| (d) Meals                |    | 160  |
| (e) Registration Fee     |    | 400  |
| (f) Other                |    | 140  |
| Total                    | \$ | 2100 |

7. Attach an explanation and justification of the trip.  
 8. Statement and signature of applicant and agency administrator.

"I hereby certify to the Chairman of the board of Regents that the purpose of this trip is official business of the state and is necessary for the proper performance of this state institution's statutory functions. I further certify that I am aware of any travel advisory issued by the United States Department of State regarding a warning against or restriction on travel to the destination of this trip, and am aware of the potential risks associated with travel to that destination."

On behalf of myself, my heirs, executors, administrators and assign, and in consideration of the use of university funds

EXAMPLE 4

Justification and Itinerary  
Travel to Attend 4th International Math Conference  
June 2-9, 2006

Justification:

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IN-STATE MEALS AND LODGING												ACTUAL EXPENSE		
a. Leave Headquarters				b. Arrive Headquarters				c. Meals non-overnight not to exceed \$36	d. Meals not to exceed \$36	e. Lodging not to exceed \$85	f. TOTAL	g. Meals	h. Lodging	i. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								j.	TOTAL MEALS & LODGING		k.	TOTAL ACTUAL EXPENSE		l.

OUT-OF-STATE MEALS AND LODGING												ACTUAL EXPENSE		
m. Leave Headquarters				n. Arrive Headquarters				o. Meals non-overnight not to exceed \$36	p. Meals not to exceed Maximum Rate	q. Lodging not to exceed Maximum Rate	r. TOTAL	s. Meals	t. Lodging	u. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
06-02-06	11	30	A									13.03	45.23	58.26
06-03-06												22.04	45.23	67.27
06-04-06												19.00	45.23	64.23
06-05-06												18.02	45.23	63.25
06-06-06												20.03	45.23	65.26
06-07-06												25.06	45.23	70.29
06-08-06												14.98	45.23	60.21
				06-09-06	7	45	P					30.02	45.23	75.25
TOTAL MEALS NON OVERNIGHT								v.	TOTAL MEALS & LODGING		w.	TOTAL ACTUAL EXPENSE		x. 524.02

DATE	y. INFORMATION REQUIRED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE AND OTHER PERTINENT INFORMATION	Mileage Point to Point
06-02-06	Left headquarters in personal vehicle and drove to Bush International Airport in Houston TX Flew commercial airline to Linz, Austria. Took taxi to hotel.	85.40
06-03-06	Attended 4th International Math Conference	
06-04-06	Attended 4th International Math Conference	
06-05-06	Attended 4th International Math Conference	
06-06-06	Attended 4th International Math Conference	
06-07-06	Attended 4th International Math Conference	
06-08-06	Attended 4th International Math Conference	
06-09-06	Took taxi to airport. Left Austria, flew to Houston TX. Drove personal vehicle to headquarters.	85.40
	(Please include the following information on travel voucher.) ****The exchange rate	
*Show point-to-point breakdown, including intra-city mileage claims		Total: 170.80