

## TRAVEL VOUCHER PROCEDURES

A "Travel Voucher" is used to reimburse the traveler as well as record the traveler's expenses. The form must be completed, approved, and submitted to the Travel Office upon the traveler's return. All original receipts and back-up documentation must be attached to the Travel Voucher. If there are *small receipts*, please attach them to a standard 8.5 x 11 sheet of paper without taping over any of the print on the receipts. Please make a copy of the voucher and all attachments for your records. **The Travel Voucher should be typed or completed online, printed, signed by all required parties with original signatures and then sent to the Travel department. If the voucher is not legible, it will be returned.**

Only Lamar University employees and prospective employees are reimbursed using a Travel Voucher. Others, such as students not employed by Lamar, are reimbursed using a Request-To-Pay Vendor form. Remember, Lamar University employees are not required to pay State of Texas hotel occupancy taxes, so the employees must provide the hotel with a Texas Hotel Tax Exemption Certificate (Texas Comptroller of Public Accounts Form 12-302), as this is not a reimbursable expense.

When traveling to conferences and special events, travelers are required to provide documentation of their trip for backup, i.e., the brochure, invitation, itinerary, email, etc.....telling about the event they are attending.

The following sections must be completed on the "Travel Voucher" (see "Appendix II" of this Guide for examples of different types of travel). If any information is missing, your request will be returned for completion.

Sections to Complete:

Sec. 6 Doc Date: First date of travel.

Sec. 10 Pay to: Traveler's name & home address. You may type your Index here too.

Sec. 11 Title: Traveler's title and department name.

Sec. 13 Texas Identification Number: Traveler's Banner ID number.

Sec. 14 Leave blank or you may type the Index here.

Sec. 16 Service Date: Last date of travel.

Sec. 17 Description: Destination and reason for trip.

Sec. 18 Distribution: Because the back (or page 2) of the travel voucher relates to section 18 of the front, complete the back first; some of these sections will automatically transfer from the back to the appropriate section on the front). Use the proper "In-State" or "Out-of-State" sections. "In-State" meals and lodging amounts must now be entered in the "Actual Expense" columns (G & H). **Arrival and departure times** must be noted, even for non-overnight travel. A **detailed description** of the trip must be provided in Section "Y", without abbreviations (except for state abbreviations), including any mileage being claimed. An "**I**" for in-state or an "**O**" for out-of-state mileage must be entered to the right of the "Mileage" column for proper transferring to the first page. Before totaling section 18, list and deduct any Travel Cash Advance given.

Sec. 19 Signatures: The traveler and the authorized Dean or Division Administrator (which is designated by the University President) must sign the Travel Voucher. Remember, original signatures are required.