

Name: _____ Emp. P#: _____ Date: _____
 Department: _____ Position: _____
 Destination: _____ Date(s) of Travel: From _____ To _____
 Purpose of Travel: _____

Table 1: Provision for Instructional Program

Course No.	Section Group	Assignment	Instructor in Charge

Traveler Acknowledgement

I understand that if I choose to rent a vehicle, I will utilize the [State Travel Management Program](#). I understand that if I use my personal vehicle to conduct College business, my personal auto insurance will be the primary coverage. The College insurance will be secondary coverage. I understand that conducting business away from campus is covered by the Texas State Employee’s Workers’ Compensation System. If I am injured away from campus while conducting College business, I will contact Human Resources immediately with details of the injury.

Flight or Mileage (Greater Than 325 Miles One Way)

If your travel is less than 325 miles one way, then you can utilize your own car and get reimbursed. However, for travel that exceeds 325 miles then the following steps should be followed: 1. Print MapQuest for entire trip and calculate mileage reimbursement. 2. Print flight options from nearest airport or Houston to destination and back, include parking (should be cancellable and include a carry-on). 3. Traveler will be reimbursed smaller amount of mileage or flight price. Traveler may choose either form of transportation, but will only be reimbursed the lower of the two amounts. Rental cars may also be priced for traveling.

Table 2: Estimated Expenses Worksheet

Banner Account Number	Object Code	Description	Estimated Expense
717101	4001	Tx-Public Transportation	
717102	4002	Tx-Mileage	
717105	4004	Tx-Incidental Expenses	
717106	4005	Tx-Meals/Lodging	
717111	4006	Non-Tx-Public Transportation	
717112	4007	Non-Tx-Mileage	
717115	4009	Non-Tx-Incidental Expenses	
717116	4010	Non-Tx-Meals/Lodging	
717131	4012	Prospective Employees	
747203	4013	Registration Fees	
		Total	

Public Transportation: Airlines, Rental Car, Cab Fare
Mileage: Personal Car Mileage, .67 cents per mile
Meals/Lodging: Please see [Meals and Lodging Rates](#) on LSCPA travel website.
Incidental Expenses: Room tax, business phone calls, parking, etc.

Requested by: Traveler Date

Recommended by: Department Head Date

Approved by: Dean/Division Administrator Date

Approved by: Vice President Date

Approved by: Business Office Date

Index Number: _____

Approved by: Office of the President Date