

## REQUEST TO TRAVEL PROCEDURES (F3.32)

All travel conducted by a Lamar University employee on behalf of the university, must submit a completed and approved “Request-to-Travel” form to the university Travel office **BEFORE** arrangements are made for the trip. This form may be found on the Lamar University Travel website (<https://www.lamar.edu/finance-and-operations/financial-services/procurement-and-payment-services/travel.html>). This allows for documented proof that the trip has been approved by all necessary parties. Please note, departments are not required to submit a Request-to-Travel for *Prospective Employees*.

### Travel Where No Reimbursement is Requested or Allowed

A completed and approved Request-to-Travel form is required for travel where no reimbursement will be requested, as well as a request with local mileage which is non-reimbursable. Travel is considered “local” when there will be no overnight stay and the trip is within a 50-mile radius of the university.

If, in the course of normal duties, an employee must travel “locally”, that employee may now submit one Request-to-Travel form covering all of their “local” travel trips. This may be submitted per semester or fiscal year; whichever is deemed appropriate by their department. With this policy, the department must have on file documentation containing approval of each travel occurrence and the specifics of the travel i.e. date, time, location,

If the traveler is using state appropriated funds and is traveling to Washington, DC to “confer on legislative or appropriations issues with U.S. Congress/Federal Government, Staff or Officials”; a “Report of State Agency to Travel to Washington, DC” (located on the Texas Office of State-Federal Relations (OSFR) website must be attached (<http://www.osfr.state.tx.us/travelform.asp>). Print out the page before you hit enter or submit and attach copy to request to travel.