# **EXAMPLE 1**

#### **IN-STATE TRAVEL**

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

Mosis Roberts in two line from Lower Common 2000.

All 2006 Me Beharts will leave be demotes at 11:00 and adding a most shield.

As the Southeast Teves Regional Airport, where she will fly to Anglin, TV. When she arrives in Austin' she will take a taxt to her note!

O4/12/06 — At 8:30 a.m. she will attend the seminar. At 11:30 a.m. she will take a taxt to the niment and fly from Austin back to Beammont. She will now her parking fact these return to headquarters via personal vehicle.

Ms. Roberts' approximate expenses will be listed on the Request-To-Travel.

# PEOUS TO TRAVEL AT LINIVED SITV EYDENSE

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<u>Purpose o</u>	f Travel To attend the Sta	tenf Teyas Tra	vel Semi	nar 2006	<u> </u>
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4001 4002	TX - Public Transportation	300.00 6.23	r.e	quested by	Traveler
4002	TX - Mileage TX - Incidental Expenses	10.00			Havelel
400 <del>4</del> - 400 <del>5</del>	TX - Meals /Lodging	221:00	Re	commended t	NV
4008	NonTX - Public Transportation	22 1100		····	Department Head
4007	NonTX - Mileage				Department Head
4008	NonTX - Actual Expenses				
4009	NonTX - Incidental Expenses		An	proved by	
4010	NonTX - Meals / Lodging		, <b>, , , , , , , , , , , , , , , , , , </b>	p.0104 by	Dean / Division Administr
4011	Foreign Travel				Bearry Bivioloff / Ciffingst
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4013	Registration Fees		11		oreign Travel Request and
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### **INSTRUCTIONS:**

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# TRAVEL VOUCHER / FORM

Page 1 of

	5. Effective date (Agency use) 6 <b>04-14-06</b>	5. Doc date (First date of travel )  04-10-06	7. DOC agency <b>734</b>	8. FY <b>06</b>	9. Document amount <b>\$571.53</b>				
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