

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

to attend the Federal Travel Seminar 2006.

04/10/06 - Ms. Roberts will leave headquarters at 11:00 a.m. and drive personal vehicle to the Bush Intercontinental Airport, where she will fly to Birmingham, AL. When she

drive to her hotel.

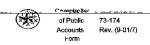
Rirmingham Convention Center. Funch will be provided by the seminar.

rental car to the airport and fly from Birmingham, AL to Houston, TX. When she arrives

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

LAMAR UNIVERSITY REQUEST TO TRAVEL AT UNIVERSITY EXPENSE

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