


Special Report

Niroomand takes a NASBITE out of the Budget

An Investigative Series on CoB Faculty Travel

This Special Report examines two trips to the NASBITE International (North American Small Business International Trade Educators) conference made by CoB Associate Dean Farhang Niroomand. These trips were made in 2002 and 2003, respectively. The first of these two trips was made to San Francisco in April of 2002, as the top portion of the **Employee Travel Voucher** filed by Niroomand (see below) indicates.



EMPLOYEE TRAVEL VOUCHER

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

IMPORTANT—SEE INSTRUCTIONS ON

| | | |
|--|--|---------------------------------|
| Employee Farhang Niroomand | | S N |
| Address To Which Check Should Be Sent | | Box 5021 Hattiesburg, MS |
| Dept. College of Business Adm. | | D N |
| Others On Trip | | |

Purpose and Place of Visit
To attend the NASBITE meeting in San Francisco, CA

The meals/lodging portion of this trip consumed \$877.40, as the table inserted below shows:

| On Trip | | | | | | | | | |
|------------------------------|-----------|---------|----------|---------|---------|-------|-------|-------|---------|
| MEALS AND LODGING | | | | | | | | | |
| Date | 4/10/02 | 4/11/02 | 4/12/02 | 4/13/02 | 4/14/02 | | | | Total |
| Departure Time | 6:00AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | |
| Arrival Time | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | |
| Breakfast | 6 50 | 7 00 | 200 1 00 | 7 00 | 7 00 | | | | 34 50.2 |
| Lunch | 13 00 | 13 00 | 13 00 | 13 00 | 16 00 | | | | 68 00 |
| Dinner | 20 50 | 200* 00 | 25 00 | 20 00 | 17 00 | | | | 282 50 |
| Lodging | 124 35 | 124 35 | 124 35 | 124 35 | | | | | 497 40 |
| * Group dinner, see receipt. | | | | | | | | | |
| Total Meals and Lodging | | | | | | | | | 882 40 |
| | | | | | | | | | 877.40 |

TRAVEL BY PERSONAL VEHICLE (Did you use University vehicle? ☐ Yes ☐ No)

| | | | |
|------|------|----|---------|
| Date | From | To | Mileage |
|------|------|----|---------|

Travel by personal vehicle and by public carrier added up to more than \$500 on this NASBITE trip, as the table below shows:

TRAVEL BY PERSONAL VEHICLE (Did you use University vehicle? ☐ Yes ☐ No) TOTAL MEALS AND LODGING 882 40
877.40

| Date | From | To | Miles |
|---------|-------------------------|-------------------------|---------|
| 4/10/02 | Hattiesburg, MS | New Orleans, LA airport | 130 120 |
| 4/14/02 | New Orleans, LA Airport | Hattiesburg, MS | 130 x2 |

TRAVEL BY PUBLIC CARRIER 826 0

| Date | From | To | Mode | Ticket Amount | Total Miles | X Rate | = |
|---------|-------------------|-------------------|------|---------------|-------------|--------|---|
| 4/10/02 | New Orleans, LA | San Francisco, CA | Air | | 260 240 | .365 | |
| 4/14/02 | San Francisco, CA | New Orleans, LA | | | | | |

OTHER EXPENSES Total Travel By Public Carrier 448 50 ✓

The "Other Expenses" portion of this trip consumed as much as some faculty trips consume in total. The "Other Expenses" tab for this NASBITE trip came to \$637.50, as indicated below:

OTHER EXPENSES 448 50 ✓

| Item | Date | Place Where Expense Incurred | Amount |
|-------------------------|------------|------------------------------|---------|
| Registration Fees | 4/10-14/02 | San Francisco | 40 00 ✓ |
| Tips (baggage handling) | 4/10-14/02 | San Francisco | 11 00 ✓ |
| Taxi/Limousine | 4/10-14/02 | San Francisco | 96 50 ✓ |
| Parking/Tolls | 4/10-14/02 | New Orleans, LA Airport | 60 00 ✓ |
| Car Rental | | | |
| Telephone Card | | | 10 00 ✓ |

Check Category of Travel (3 through 5 require Permission To Travel Form) Reel Report all expenditures including those expenses paid for with a travel advance. Total Other Expenses 637 50

The totals shown on Niroomand's travel voucher are presented below (total = \$2,000):

| | |
|-------------------------------|-------------|
| Total Other Expenses | 637 50 |
| Total Expenses | 2,063 30 |
| MAXIMUM REIMBURSEMENT ALLOWED | 2,000 00 |
| | <16,999.90> |

This trip by Niroomand required 5 pots of money (see below).

| | |
|---------|----|
| Expense | |
| 826 40 | 40 |
| 87 60 | |
| 448 50 | |
| 460 00 | |
| 177 50 | |

The second of Niroomand's NASBITE trips was made in April of 2003, to San Antonio, as shown below:



EMPLOYEE TRAVEL VOUCHER

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Purpose and Place of Visit Attend the annual
meeting of NASBITE
San Antonio, TX

IMPORTANT-SEE INSTRUCTIC ON BACK

Employee Farhang Niroomand

The travel reimbursement check will be mailed to
paycheck, or advice (check stub) is mailed.

Department Name CBA

Others
On Trip

Again, the meals/lodging total is more than \$800, as shown in the table just below:

| MEALS AND LODGING | | | | | | | | Total |
|-------------------------|---------|---------|---------|---------|---------|-------|-------|-------|
| Date | 4/12/03 | 4/13/03 | 4/14/03 | 4/15/03 | 4/16/03 | | | |
| Departure Time | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | |
| Arrival Time | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | AM-PM | |
| Breakfast | - | 6 00 | 6 00 | 6 00 | 10 50 | | | 2850 |
| Lunch | 27 81 | 66 15 | 15 71 | 16 25 | 24 79 | | | 15062 |
| Dinner | 16 50 | 33 61 | 39 16 | 56 85 | - | | | 14612 |
| Lodging | 150 61 | 150 61 | 150 61 | 150 61 | | | | 60244 |
| Total Meals and Lodging | | | | | | | | 92758 |

TRAVEL BY PERSONAL VEHICLE (Did you use a University vehicle? ☐ Yes ☐ No)

| Date | From | To | Miles |
|------|------|----|-------|
|------|------|----|-------|

The travel totals (by personal vehicle and public carrier) came in much lower for this second NASBITE trip. The total on this occasion was about \$250, as shown below:

TRAVEL BY PERSONAL VEHICLE (Did you use a University vehicle? ☐ Yes ☐ No)

| Date | From | To | Miles |
|---------|---------------------|---------------------|---------|
| 4/12/03 | Hattiesburg, MS | New Orleans Airport | 130 120 |
| 4/16/03 | New Orleans Airport | Hattiesburg, MS | 130 120 |
| | | | 260 240 |

TRAVEL BY PUBLIC CARRIER

| Date | From | To | Mode | Ticket Amount |
|---------|-----------------|-----------------|------|---------------|
| 4/12/03 | New Orleans, LA | San Antonio, TX | AIR | |
| 4/16/03 | San Antonio, TX | New Orleans, LA | AIR | |

Total Travel By Public Carrier

802.41

86.40

9350

16000

However, the "Other Expenses" total required about as much travel funding as a complete trip might, as shown below:

OTHER EXPENSES

| Item | Date | Place Where Expenses Were Incurred | Amount |
|-------------------------|------------|------------------------------------|--------|
| Registration Fees | 4/12-16/03 | San Antonio | 395 00 |
| Tips (baggage handling) | 4/12-16/03 | San Antonio | 11 00 |
| Taxi/Limousine | 4/12-16/03 | San Antonio | 47 90 |
| Parking/Tolls | 4/12-16/03 | New Orleans Airport | 60 00 |
| Car Rental | | | |
| Telephone | 4/12-16/03 | San Antonio | 15 80 |
| Total Other Expenses | | | 52970 |

Report all expenditures, including expenses paid for with

Total Other Expenses

The total for this second NASBITE meeting was \$1,562.74. That total can be found in the small table below:

| | |
|---------------------------------|---------------------|
| Total Other Expenses | 529.70 |
| Total Expenses | 1,710.98 |
| MAXIMUM REIMBURSEMENT ALLOWED → | 1562.74 1,600.00 |

_____ Date 4/21/03

_____ Date 4/21/03

This NASBITE trip required on additional money pot, for a total of six money pots, as shown below:

| Expense |
|---------------|
| 6.00 00 |
| 86 40 |
| 160 00 |
| 395 00 |
| 118 90 |
| <u>202 44</u> |

Niroomand was reimbursed a total of \$3,562.74 for these two NASBITE trips.