

Travel Checklist

Note: The purpose of this document is to highlight key parts of the travel process and to help expedite it. It does not contain specific information on rates and regulations. Those can be found in the current PPM-49 state travel regulations.

Before travel

- Create an online TA. Make sure it is approved before continuing.
- If FLYING, book airfare through Shorts Travel - www.shortstravel.com/la
 - If flying from New Orleans Airport, make a parking reservation online with Park'N'Fly using the state promotional code 0050930. If you don't make your reservation, you will need a state ID and tax-exempt form when paying.
 - If flying from Baton Rouge Airport, the state's contract rate is \$3.50/day. Documentation required to receive this rate is a State ID and airport certificate.
 - Cert: <http://www.doa.la.gov/osp/Travel/parking/BRairport.pdf>
- If DRIVING, will the roundtrip mileage be greater than 99 miles?
 - If NO, then you can take your personal vehicle and claim up to 99 miles.
 - When driving from your house, you must claim the lesser of the miles from your official work domicile or from your residence. You must note your home address when traveling from home.
 - If YES, then you are encouraged to use a rental vehicle. Fill out the Vehicle Rental Form before renting and give Enterprise the State's Acct #: NA1403.
 - If you use a rental vehicle to travel out-of-state, you must attach a quote from Shorts Travel and prove that it is the most cost effective method.
- For LODGING, find the state lodging rate limits for the area you are traveling to.
 - Check with your hotel to see if they honor state rates - many do.
 - If you are traveling in-state, you will need to bring an approved tax-exempt form with you to the hotel.
 - If you are traveling to a conference and the conference hotel rate is higher than the state rate, request approval for the increased lodging rate by completing the Hotel Overage Request form which needs to be approved by the budget unit head and the Vice President over that budget. Attach proof that it is the conference hotel.
 - If you are traveling for other reasons, and cannot obtain lodging for the state rate or lower, you may get approval for no more than 50% over the state rate for that area by completing the Hotel Overage Request form.
 - If you share a room with another approved traveler, you may get the state rate multiplied by the number of people that are sharing a room.
- Registration fees are eligible to be paid for with Pcard but may also be reimbursed if paid for with a personal card. Membership fees cannot be reimbursed through an expense account and are not considered a travel expense. Contact your purchasing agent for membership fees.
- If you spend personal money booking AIRFARE, LODGING, or submitting REGISTRATION, you may submit a Travel Advance Agreement/Request to be reimbursed for these expenses prior to leaving for your trip.
- If you anticipate having any other state sales taxes charged (other than restaurants), contact Purchasing Dept. to receive a tax exemption form. This is only needed for Louisiana State Sales Tax.
- NOTE: If you receive complimentary admission, lodging, or transportation from a non-state organization, you must complete Form 413 - Ethics Disclosure Statement Form and have it notarized. Notary expenses are reimbursable with receipts.

During travel

- Keep receipts! Most expenses require that you turn in original receipts to be eligible for reimbursement.

After travel

- Complete the Expense Account form and include any expenses that were paid for with a travel advance or Pcard.
 - Note on the expense account "PC" or "Adv" for any expenses that were paid for with a Pcard or travel advance, respectively.
 - Note on the expense account when you are sharing lodging or sharing transportation with another employee.
- Have budget unit head approve the form.
- Submit the form with receipts to the Travel Desk at SLU 10720.