

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 Spend Authorization.** Make sure it is approved before continuing.
- If FLYING, it is mandatory to book airfare through Christopherson Business Travel.
 - If flying from New Orleans Airport, only USPARK's uncovered parking is reimbursable with a receipt (as published on [USPARK.net](#)). A reservation must be made for Louisiana State Employees in order to receive the discounted state rate of \$8.50 per day. An employee may be paid actual expenses, at another location, up to \$8.50 per day with a receipt.
 - If flying from Baton Rouge Airport, the state's contract rate is \$4.50 per day. Documentation required to receive this rate is a State ID and [Airport Certificate](#).
- 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.
 - You must support your mileage claim with either odometer readings or a printout of a map route from a site such as Google Maps or MapQuest.
 - 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 online [Vehicle Rental Form](#) before renting and give Enterprise the State's Acct.
 - You must select the type of vehicle you are renting on the form. Any rental larger than standard-size must include justification and be approved on the Vehicle Rental Form.
 - If you use a rental vehicle to travel out-of-state, you must attach a quote from Christopherson Business Travel and prove that it is the most cost effective method.
 - Gas receipts must be itemized. Prepaid receipts are **NOT** reimbursable.
- 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 [hotel 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 approval by the cost center manager and the appropriate Vice President. Attach documentation that lists the conference hotels and associated rates being offered.
 - If you are traveling for reasons other than a conference, you will be limited to the state rate.
 - 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 for **in-person** conferences may be paid using the p-card, but may also be reimbursed if paid for with a personal card. **Virtual** registration fees must be paid using the p-card. A spend authorization is not required for **virtual** conferences as long as the employee is not leaving campus and will not incur any additional travel expenses. Membership fees cannot be reimbursed through an expense form and are not considered a travel expense. Contact your purchasing agent for membership fees.
- Travel Advances are available when spending personal money on AIRFARE, or REGISTRATION prior to traveling. An approved [Travel Advance Agreement/Request](#) must be turned in with receipts.
- Louisiana state sales taxes for lodging, vehicle rentals from Enterprise, airport parking, and all p-card transactions are not allowed.

During travel

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

After travel

- Complete an Expense Report and include any expenses that were paid for with a travel advance or p-card, if charge is available to reconcile.
 - Make sure to select the correct Spend Authorization associated with the travel, if applicable.
 - Itemize expenses daily by adding expense lines as needed.
 - Make comments on the expense lines when you are sharing lodging or sharing transportation with another employee.
- Attach the conference agenda if travel was to a conference.
- Send all necessary original receipts to the Travel Desk at SLU 10720.

Top travel mistakes (refer above for specifics):

1. Not using the state contracted travel agency to book airfare. Airfare purchased through any venue other than Christopherson Business Travel will **not** be reimbursed.
2. Getting hotels that are above the state rate. Know the state lodging rates and **always** request to get a rate within the state's rate limit. If that specific hotel does not honor the state rate, search for another hotel in the area that does. Use a hotel overage form when applicable.
3. Original receipts are required. Gas and restaurant receipts (when applicable) must be itemized. Prepaid receipts are not reimbursable.
4. Getting charged for Louisiana state sales tax. Louisiana state sales tax should be removed before your final bill. LA state sales tax will not be reimbursed.

Original Receipt Information

Please send the following original receipts to the Travel Desk at SLU box 10720 **AFTER** they have been uploaded to your Expense Report:

- Airfare (unless the original was received via email)
- Airline Baggage (unless the original was received via email)
- Airport Parking (unless the original was received via email)
- Gasoline/Fuel
- Public Transportation, including Uber/Lyft (unless the original was received via email)
- Hotel (unless the original was received via email)
- Meals (when using a cash advance or paying on behalf of someone else)
- Communication Expenses (unless the original was received via email)
- Laundry Services when travel extends beyond 7 days (unless the original was received via email)