

The University of Louisiana at Monroe

TRAVEL POLICY

All In-State Conference, all Out-of-State and all International travel must be authorized and approved in writing by the appropriate Vice President or President. The President will approve travel for his staff and all Vice Presidents. A file shall be maintained on all approved travel authorizations. This file will be maintained in the Controller's Office.

For International travel, the completed Travel Authorization ([TA](#)) must be sent to the Vice President for Business Affairs for approval along with the approved letter of request to the President's Office. Again, this approval must be received prior to the travel time.

The State of Louisiana has contracted travel agency services with Carlson Wagonlit Travel (1-888-239-1755). It is mandatory that employees use Carlson Wagonlit Travel for airfares unless exemptions have been granted by the Division of Administration prior to travel.

In order to travel, an employee must complete the ULM Travel Authorization form and have his/her department head and the appropriate senior official (Vice President or President) approve. Approval must also be given for certification that funds are available for these travel expenses from the appropriate Approving Agent. Once this form is completed with proper approvals, send the original form to the Controller's Office and keep a copy for your records. An employee must have an approved TA form for the trip which he/she is requesting reimbursement. This form must be approved in advance of the travel.

For those employees requesting a rental vehicle as part of their domestic travel, insurance purchased with the rental vehicle is **not** reimbursable by the State or ULM. Authorization for a rental vehicle must also be approved by the appropriate senior official (Vice President or President).

Travel Authorizations must be completed even if the travel involves no expenses.

A Travel Authorization is not required for routine In-State business and/or meetings as long as there are funds in your budget to cover this routine travel.

All travel expenses will be reimbursed in accordance with the State Travel Regulations approved by the Governor, through the Division of Administration. (Policy and Procedure Memorandum No. 49 – Travel Regulations)

For details, please refer to the following web site:
<http://doa.louisiana.gov/osp/Travel/TravelOffice.htm>