

TRAVEL TIPS

1. Process Travel Authorization, if necessary, first. (VP's signature now required for academic areas)
2. Conference lodging has changed, please review travel regulations at: <http://doa.louisiana.gov/osp/travel/travelpolicy/travelguide08-09.pdf> on page 15.
3. Request special approvals prior to travel taking place (i.e., rental car justification, 50% additional allowance on routine lodging, etc.)
4. Book all airline travel through Carlson Wagonlit Travel Agency.
Baton Rouge: (225) 930-6700 or 1-888-930-6700
New Orleans: (504) 565-5145 or 1-888-239-1755
Shreveport: (318) 675-4389 or 1-866-675-4500
All contracted airfares must be paid with the state's Corporate Travel Card which is a Visa with Bank of America. If no contracted rate for airfare, then you may use any credit card for payment.
5. For Conference travel, a copy of the agenda must accompany the expense request.
6. Original receipts must be provided.
7. For hotel receipt, be sure the receipt has a zero balance.
8. Mileage allowance is 52 cents per mile.
9. Must have receipts for taxi or shuttle to be reimbursed actual cost.
10. Turn in expense form with original receipts as soon as possible upon returning from trip to ensure timely reimbursement.
11. When required, cash advances will be issued within three (3) days prior to actual date of travel. Travel advances will be issued only for the following situations:
 1. To employees who applied for the Bank of America Corporate Card (applications available in Human Resources) but were rejected (Proof of rejection must be filed with the Controller's Office).
 2. To employees for student or group travel.
 3. To new employees who have not had time to apply for and receive the Bank of America Corporate Card.
 4. To employees traveling for extended periods (31 or more consecutive days).
 5. To employees for registration fees for seminars, conferences, and conventions.
 6. For airline tickets purchased in advance or hotel deposits required, but only if your credit card bill with these charges has been received and is due before the trip.
 7. If for conference travel or out-of-state travel, a Travel Authorization must be completed and on file in the Controller's Office.

One of the major changes from prior years deals with meals for same-day travel. Single-Day Meals are no longer eligible for reimbursement. This means when an authorized traveler for the State is in travel status where no overnight stay is required, no meals are eligible for reimbursement.

For all the details, please refer to the following web site:
<http://doa.louisiana.gov/osp/travel/travelpolicy/travelguide08-09.pdf>