

Subject: Travel Best Practices	
Effective Date: 8/13/18	Page Number: 1
Approved Date: 8/1/18 Revision Date:	Approved by: Pharmacy Administrative Council
<p>1. Rationale or background:</p> <ul style="list-style-type: none"> To establish guidance to faculty in booking and obtaining reimbursement for travel. <p>2. Suggestions:</p> <ul style="list-style-type: none"> TRAVEL AUTHORIZATION FORMS <ul style="list-style-type: none"> Faculty or staff who will be traveling are asked to submit their <i>travel authorization form</i> (https://webservices.ulm.edu/forms/officesdepartments/controllers-office) to the College Business Office at least 30 days prior to travel. If this is not possible, an explanation for the delay in submission should accompany the request to facilitate timely processing. For student travel, the faculty advisor should turn in all travel authorizations in one batch to the College Business Office, in adherence to the above deadlines. FLIGHTS <ul style="list-style-type: none"> Flights must be booked through Shorts Travel portal. Any flights booked outside of Shorts (i.e. Expedia, Orbitz, etc.) will not be reimbursable. Please avoid booking flights late in the day or on Fridays. Approval emails for flight reservations are not always sent immediately; this will help keep you from having to re-book the flight due to approvals not being obtained before the booking expires. HOTELS <ul style="list-style-type: none"> Non-conference: travelers may use Hotel Planner or book directly through the hotel. Please VERIFY that rates are within State Guidelines, as anything over these limits WILL NOT be reimbursed. Faculty should obtain a copy of the Tax-exempt form from the Business Office to present to the hotel during check-in. Conference: A list of conference hotels, along with the agenda from the conference must accompany the travel expense, as this is required for processing by the controller's office. If hotel is not included in the list of conference hotels, the traveler will be reimbursed according to the state rate for that area. At check-out, please obtain a detailed bill to be included with your travel expense report. CAR RENTALS <ul style="list-style-type: none"> When renting a vehicle for travel, please obtain a detailed bill from Enterprise upon return of the vehicle and submit a copy to the business office after returning to campus. ULM and the College of Pharmacy have a direct bill 	

account set up with Enterprise; these receipts are needed for monthly reconciling.

- REIMBURSEMENT

- Travelers are encouraged to submit travel expenses to the Business Office within one week of travel. According to ULM policy, submissions received more than 30 days after the travel will be reimbursed at the discretion of the traveler's supervisor.
- If ROUTINE TRAVEL occurs on a regular basis, it is preferable that these expenses be submitted on a monthly basis. This decreases the paperwork and processing load both internally and in the Controller's Office.