Travel Tips

A. Prior to departure (Planning stage):

- Determine the method of transportation. Note the following:
  1. The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of time, cost of operation of a vehicle, cost and availability of common carrier services, etc.
  2. For in-state travel, if a vehicle rental is needed, a purchasing requisition needs to be completed and forwarded to the purchasing office.
  3. For out-of-state travel, air travel should be used unless it is documented and approved that utilization of another method of travel is more cost-efficient or practical.
  4. When air travel is being utilized:
     • Contact the state authorized travel agency. Local agency is LA Travel Services at LSUUMC-S (675-4500, 869-1833, 800-220-8847) or BTI Americas at 6505 Line Avenue (869-4416)
     • Identify yourself to Travel Agent as a State Employee. If you are attending a conference, inform the agent of the conference and the airline that is offering a discount rate, if any.
     • The travel agent should provide you with the state contract rate (if available). These rates are for non-penalty tickets and result in significant savings when compared to similar non-penalty tickets. The agent should also quote you the lowest-logical airfare available. The state encourages the use of the lower airfare, however these tickets are issued as penalty tickets and will require additional dollars to be paid if reservations are changed or cancelled.
     • If you plan to rent a vehicle after arriving at your destination (city of conference), you will need to request approval in advance with justification. Also remember that only the cost of subcompact or compact is reimbursable.

- Book your hotel reservation keeping in mind the different rates that are in effect for the different areas of the state and the country.

- Complete the Travel Authorization/Travel Advance form and forward to Accounting Services. If you are requesting an advance, please review the travel guidelines to ensure that the advance request is consistent with the travel regulations. If you are requesting an advance to pay for registration fees for a conference/convention, please attach a copy of the registration document (an original paid receipt must be attached to the reimbursement voucher).

B. During the trip: Be sure to obtain receipts for all your lodging, public transportation, tolls, car storage fees, etc. Meals are reimbursed up to the per diem amounts without receipts.

C. After the trip:

- Complete the travel reimbursement form:
  1. To get reimbursed for meals, the times of departure and return must be included.
  2. If any meals were provided by the conference, it must be indicated in the proper spot (breakfast, lunch, or dinner) as included. No claims for reimbursement should be submitted for meals provided by the conference or included in the registration fees.
  3. Whether your lodging was directly billed to the university, you shared a room with a colleague, or you stayed with a family member, it needs to be indicated on the travel voucher.
  4. If you car-pooled, the driver should list all the passengers as such “John Q rode with me”, the passengers need to list the method of transportation as well “I rode with John Q” would do.
  5. When requesting reimbursements for mileage (up to 30 cents/mile), please do not include personal mileage.
  6. The purpose of the travel should be stated. Include all destination points.

- Include all required ORIGINAL ITEMIZED receipts (credit card receipts are not sufficient). Please keep in mind that original receipts are the property of LSUS.

- If you have any questions, call Accounting Services at 797-5392, or you may want to check out the following web sites:
     Select PM 13.
  2. http://www.doa.state.la.us/osp/Travel/TravelOffice.htm