

Travel guide for LSUS:

Complete the travel authorization/advance form:

- 1) Travel dates and times.
- 2) Purpose of the travel
- 3) Estimate Transportation costs:
  - i) For air transportation, use the Short's (the State Contract Travel Agency) to estimate cost for airfare.
  - ii) For car rental, submit a requisition to purchasing to reserve a car with dates and times.
  - iii) To estimate cost for using personal vehicle, multiply the number of miles (up to 99 miles) by the mileage allowance, 51 cents for fiscal 2015.
  - iv) Indicate other and explain in the space provided (riding with another staff member).
- 4) Estimate the cost of the meals allowed per trip. Please use the travel guide PPM 49 (<http://www.lsus.edu/offices-and-services/accounting-services/rules-and-regulations>) to estimate the correct amount allowed for the destination city and state. Please note that there are four tiers included in the guide.
- 5) Estimate the cost of lodging allowed for the trip using the same guide listed in item 4 above. Same tiers that are used for meals as far as the destination city and state. Please note the conference lodging is allowed at the conference hotel rate.
- 6) Record registration amounts and includes registration forms with the authorization/advance form (to be forwarded to Accounting Services for payment after approval of supervisors).
- 7) Estimate any other costs such as possible parking fees, tolls, porter tips, etc.
- 8) If for any reason, you still need a travel advance and it is consistent with the advance rules as outlined in the travel guide, please complete the advance section with amounts and dates needed.
- 9) Complete the account number and title where the travel expenses to be charged.
- 10) Forward the form for approvals and then to Accounting Services.

Once the travel authorization / advance have been completed, approved, and sent to Accounting Service, the following steps should be taken:

Transportation:

- For air travel, use of Short's Travel Agency is mandatory. Although the use of lowest logical airfare is strongly encouraged, it is not a requirement. **YOU CANNOT PAY USING YOUR OWN CREDIT CARD. YOU MUST CHOOSE THE OPTION TO NOTIFY YOUR AGENCY ADMINISTRATOR TO APPROVE AND PROVIDE PAYMENT ARRANGEMENTS.**
- For using a personal vehicle, your mileage reimbursement will be limited to 99 miles at the current rate (51 cents for fiscal year 2014-15)
- For in-state vehicle rental, please submit requisition to purchasing. Only the cost of a compact or intermediate model is reimbursable.
- For out-of-state vehicle rental, The State of Louisiana vendors include Enterprise Rent-A-Car, National Car Rental, and Hertz Car Rental Corporation. It is the traveler's discretion which rental company is utilized. Only the cost of a compact or intermediate model is reimbursable.

Lodging:

- You must use the HOTEL PLANNER portal available of the main travel website to book your hotel room.
- You need to note that not all rates on hotel planner meet the approved state rates. It is your responsibility to make sure that the room that you book is within the approved state rates.
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