



Updated Travel Approval Information 8-11-2020

Dear Colleagues,

The extension of the Governor's order to remain in Phase 2 until the end of August has caused us to revisit the travel approval process. Given the current restrictions, we are moving back to using a Temp1 Form for approvals for domestic travel in some circumstances. Here is the process we will be using while we remain in Phase 2.

1. For business related travel that is within the state of Louisiana, travelers can continue to use the normal procedure of approvals through the spend authorization process in Workday. In-state travel **does not** require campus level approval.
2. For business related travel that is within the US, the Temp1 Form ([form](#)) available on the COVID website must be completed and approved prior to travel. Domestic travel beyond the state of Louisiana requires campus level approval.
3. No international travel is being approved at this time.

If any domestic travel outside of Louisiana has been approved through the spend authorization process in the past couple of weeks, please have the traveler complete and submit the Temp1 form and if travel is approved attach the signed form to their expense report.

If you have any questions regarding travel, please direct them to Patrice Gremillion at pgremill@lsu.edu.