

**Travel Policy and Procedures:
PPM 49
Use of State Travel Card and CBA
Personal Travel Reimbursements**



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Introduction

References

General Travel Policy – Revised Policy and Procedure Memorandum No. 49 (PPM49), Travel Rules and Regulations, Statutes, Executive Orders, Mandates, and NSU Internal Procedures.

- State of Louisiana Division of Administration Travel Website
<https://www.doa.la.gov/doa/ost/>
- State of Louisiana Division of Administration Travel Policy
<https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/>

Note: All links for [supporting documents](#) are found at the end of this policy.

Responsible Area

All Budget Unit Heads

The University has delegated the authority to approve travel to the traveler's Budget Unit Head, Approving Agent, Vice President and President.

All official University travel should be authorized before travel commences, regardless of the amount requested. Therefore, each employee/traveler will complete a ***Request for Authorized Travel***, which is reviewed and approved by Budget Unit Head, Approving Agent and Vice President/President (if applicable). The ***Request for Authorized Travel*** can be signed electronically.

The employee's supervisor is responsible for ensuring that adequate funds are available prior to signing and approving travel.

If the employee does not intend to seek reimbursement, this document should be processed for insurance purposes only, so the employee and Budget Unit Head/Supervisor will have proof they are on official University business.

During official visits by prospective students or prospective employees, a RAT is only necessary if an existing employee is traveling outside of their official domicile. The mileage rate for students nor prospective employees' reimbursement shall not exceed the IRS standard mileage rate.

*Note: Blanket ***Request for Authorized Travel*** to cover the year are **not allowed**. A ***Request for Authorized Travel*** form is to be completed for each trip.*

Policy Statement

This policy and related procedures cover the State of Louisiana Travel Card (T-Card) and CBA (Controlled Billing Account aka Cardless Account aka Ghost Account) Program and establishes minimum standards for possession and use to ensure compliance. The use of the Travel Card and CBA does not negate any current requirements and/or allowances in PPM49, including ***Request for Authorized Travel*** and ***Travel Expense Account*** which is to be completed for all travel, conferences and out of state travel, as well as travel policies, rules and regulations, mandates, Louisiana Statutes and Executive Orders, if applicable. All are to be followed when using and administering the State Travel Card and CBA Program and this policy. All personal reimbursements for travel will be processed in accordance with PPM49.

Cardholders, program administrators, program users, supervisors/approving officials, auditors, or anyone

associated with the card program who knowingly, or through willful neglect, fails to comply with all travel laws, policies, rules and regulations, mandates, statutes, executive orders, state and agency card program policies and procedures and/or PPM49 as applicable may be subject to suspension or termination of account privileges or other disciplinary action. The University and/or Vice Presidents reserve the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, mandates, policies and procedures.

Purpose

The Travel Card and CBA are tools used to assist employees in paying for specific, higher cost travel expenses, incurred during travel for official state business. The Travel Card is a Visa card issued by Bank of America (BOA) for the State of Louisiana and will be identified with the State of Louisiana seal and marked “Commercial Travel Card/Louisiana Travel Card”. The cards are embossed with the employee’s name, Northwestern State University, account number and tax-exempt number. Expiring Travel Cards will automatically be replaced/renewed prior to the expiration date by the issuing bank and sent to the Program Administrator in Business Affairs/Travel for distribution to cardholders who have completed the annual requirements of re-certification from the State’s LEO training class, NSU Moodle training and signed the most current Cardholder Agreement Form.

The Travel Card enables employees to purchase travel related accommodations/services with the convenience of a credit card to offset allowable official state business travel expenses in accordance with PPM49 (<https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/>) while providing management with a means of maintaining control over those expenses. The use of this card will improve efficiency and effectiveness by forming one source of payment while reducing the need for cash advances and reimbursements. State Agencies are mandated to use the state issued card for all high dollar travel expenses, including but not limited to registration, lodging, airfare and vehicle rental.

Conditions of Participation in Use of T-Card/CBA

Northwestern State University, as condition of participation in the Travel Card Program shall abide by the terms of this Policy unless a “Request for Exemption” is submitted by NSU President and approved by the Office of State Travel <https://www.doa.la.gov/media/bdad5d5n/travel-card-exception-request.pdf> . The request shall:

- Cite the specific paragraph(s) of this Policy for which the exception is requested;
- Include a description and justification for the exception;
- State the specific length of time for which the exception is necessary.

Northwestern’s Travel Card Program Administrator and CBA Administrator/Accountholder shall keep approved exceptions on file.

All program participants, i.e. Program Administrators, Cardholder, CBA Accountholder/Authorizer and Cardholder Approvers are required to complete the State online LEO certification class annually, receiving a passing grade of at least 90 in order to remain as program participants. These certifications will be developed and updated, as necessary, by the Office of State Travel. Note: The certification class for the CBA accountholder/authorizer is the same as a cardholder’s certification.

All program participants are required to sign the most current State of Louisiana Corporate Liability Travel Card Program Agreement Form for the applicable program role on an annual basis. Agreements acknowledge and outline the applicable responsibilities under the program. Original forms are to be submitted to Business Affairs/Travel Program Administrator. The cardholder’s Approver should maintain a copy in their file. Note: The Agreement form for the CBA accountholder/authorizer is the same as a cardholder’s agreement form.

Cardholders and their Approvers are also required to complete NSU’s internal policy and procedure training available on Moodle before cards can be issued. Annual refresher training is required to be completed thereafter to remain active in the program. Proof of annual training for all program participants is maintained by Business Affairs/Travel.

Definitions and Acronyms

Accountholder/Cardholder – terminology used to reference the employee that has been issued a Travel Card or account holder/authorized user of the CBA.

Agreement Form – A form signed by a Program Administrator, cardholder and cardholder Approver, annually, that acknowledges they have received required training from NSU, completed the state’s certification requirement and received a passing score of at least 90, understands the Travel Card Policies, both state and agency and accepts responsibility for compliance with all policies and procedures.

Allowance – Maximum amount allowed for travel expenses while traveling on official state business.

Approver – The cardholder’s supervisor or the most logical supervisor that is at least one level higher which would be most familiar with the business case and appropriate business needs for the cardholder’s transaction and is responsible for approving transactions on-line and signs both the cardholder’s billing cycle log and monthly statement.

Billing Cycle - The period of time between billings. For example, the State of Louisiana Travel Card closing period ends at midnight on the 8th of each month.

Booking – The final payment of a flight or hotel. It is confirmation that the T-Card has been charged the agreed amount.
Note: “Reservation of a Flight or hotel room differs from booking. Reservation indicates no charge is made to your T-Card. The charge/payment is only made when “booked”.

Card Abuse – Use of the card for non-approved State business purchases such as for personal purchases.

Card Misuse – Use of the card for legitimate purchases but for goods or services that are prohibited by State or internal policy (e.g., purchases for fuel for a State Vehicle when NSU participates in the Statewide Fuel Card Program)

Cardholder – A State of Louisiana employee whose name appears on the Travel Card or the person who has been assigned by NSU as the accountholder/authorizer for the CBA and is given authority to make purchases within preset limits on behalf of NSU.

Cardholder Enrollment Form – A form that initiates the Travel Card issuance process for the cardholder.

Conference/Convention - An event (other than routine) for a specific purpose and/or objective. Non-routine event can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, program, letter of invitation, or registration fee. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. For a hotel to qualify for conference rate lodging it requires that, the hotel is hosting or is in “conjunction with hosting the meeting. In the event the designated conference hotel has no rooms available, the appropriate Vice President may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

Controlled Billed Account (CBA) – Credit account issued in NSU’s name (no plastic card issued). These accounts are direct liabilities of the State and are paid by NSU. CBA accounts are controlled through an authorized approver to provide a means to purchase airfare and lodging.

Controlled Billed Account (CBA) Accountholder/Authorizer – Person responsible for the CBA account. The accountholder/authorizer is a specific person assigned to a CBA account with the same responsibilities as that of a cardholder. Each CBA account is required to have only one accountholder/authorizer.

Cycle - The period of time between billings. For example, the State of Louisiana Travel Card closing period ends at midnight on the 8th of each month. Synonymous with “billing cycle”.

Cycle Limit – Maximum spending (dollar) limit a Travel Card/CBA is authorized to charge in a billing cycle. These limits should reflect the individual’s purchasing patterns. These are preventative controls and, as such, should be used judiciously.

Department Head –President of the University.

Disputed Item – Any transaction that was double charged; charged an inaccurate amount or charged without corresponding goods or services by the individual cardholder.

Electronic Funds Transfer (EFT) – An electronic exchange or transfer of money from one account to another, either within the same financial institution or across multiple institutions.

Fraud – Any transaction, intentionally made that was not authorized by the cardholder or not for Official State Business.

Grant Funds – Any grant funds paid directly to an agency/university/board must follow PPM49 rules and regulations.

Incidental Expense – Expenses incurred while traveling on official state business, which are not allowed on the State Liability Travel Card. Incidentals include but are not limited to meals; fees and tips (porters, baggage carriers, bellhops, hotel maids); transportation between places of lodging/airport such as taxi; phone calls and any other expense not allowed in the State Liability Travel Card and CBA Policy.

INTELLILINK – Visa’s web-based auditing tool which is used to assist with monitoring and managing NSU’s card program usage to ensure that card use conforms to all policies and procedures.

Lowest Logical Airfare – The lowest logical airfare is the cheapest available at the time of booking without causing undue inconvenience. These types of airfare are non-refundable.

Merchant – A business or other organization that may provide goods or services to a customer. Synonymous with “supplier” or “vendor”.

Merchant Category Code (MCC) – Standard code the credit card industry uses to categorize merchants based on the type of goods or services provided by the merchant. A merchant is assigned a MCC Code by the acquiring bank.

Merchant Category Code Group (MCCG) – A defined group of merchant category codes. MCCGs which are used to control whether or not cardholders can make purchases from particular types of merchants.

Official Domicile - Every state officer, employee, and authorized person, except those on temporary assignment, shall be assigned an official domicile.

1. Except where fixed by law, official domicile of a state officer or employee assigned to an office shall be the parish in which the office is located. The Department Head or his/her designee should determine the extent of any surrounding area to be included, such as a region. As a guideline, a radius of at least 30 miles is recommended. The official domicile of an authorized person shall be the parish in which the person resides, except when the Department Head has designated another location (such as the person’s workplace).
2. A traveler whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.
3. The official domicile of a person located in the field shall be the parish where the majority of work is performed, or such area or region as may be designated by the department head, provided that in all cases such designation must be in the best interest of the agency and not for the convenience of the person.
4. The Department Head or his/her designee may authorize approval for an employee lodging expenses to be placed on agency CBA or State LaCarte or Travel Card within an employee’s domicile with proper justification as to why this is necessary and in the best interest of the state.

Personal Purchases – Non-work-related goods or services purchased solely for the benefit of the cardholder, the cardholder’s family, or other individual(s).

Policy and Procedure Memorandum 49 (PPM49) – The state’s general travel regulations (<https://www.doa.la.gov/oa/ost/ppm-49-travel-guide/>). These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds, or funds generated from other source.

Program Administrator – Person responsible for administering and managing the State Travel Card Program at the University level and acts as the main contact between the University and the issuing bank.

Receipt – A merchant-produced original document that records the relevant details for each item purchased including quantities, amounts, a description of what was purchased, the total charge amount and the merchant’s name and address (e.g. sales receipt, original invoice, packing slip, credit receipt, etc.) This must match the online transaction amount and be matched to any other related documentation regarding the transaction.

Single Purchase Limit (SPL) – The maximum spending (dollar) limit a Travel Card is authorized to charge in a single purchase. The SPL limit may be up to \$5,000; however, this limit should reflect the individual’s purchasing patterns. These are preventative controls and, as such, should be used judiciously.

Split Purchase – A practice whereby one or more cardholders or suppliers split a purchase into two or more transactions and/or purchase orders to circumvent either Single Transaction Limits or bid requirements. This is prohibited by the Statewide Travel Card Policy.

Sponsored Travel - as related to Act 200, revised August 2019, requires completion of Ethics Disclosure Form 413. It is the traveler’s responsibility to properly complete and submit to the Board of Ethics in the time required. The form can be found at <http://ethics.la.gov/pub/CampFinan/Forms/Form413f.pdf?20180813>.

Suburb - An immediate or adjacent location (overflow of the city) to the higher cost areas, which would be within approximately 30 miles of the highest cost area.

Transaction - A single purchase of goods or services. A credit also constitutes a transaction.

Transaction Documentation – All documents pertaining to a transaction, either paper or electronic. The documentation is also used for reconciliation at the end of the billing cycle and is to be retained with the monthly reconciliation documentation for review and audit purposes. Examples of transaction documentation include but are not limited to: original itemized purchase receipts/invoices (with complete item descriptions, not generic such as “general merchandise), receiving documents, credits, disputes, and written approvals. If travel has been approved, documentation should also contain airline exceptions, justifications, approvals, travel authorization, travel expense, etc.

Travel Card (T-Card) – A credit card issued in a State of Louisiana employee’s name used for specific, higher cost official business travel expenses. State travel cards are the direct liability of the State and is paid by each agency. Also referred to as the State Travel Card (T-Card).

Travel Card / Billing Cycle Purchase Log – Used in the reconciliation process for purchases/services charged during the billing cycle. The log is used to document cardholder’s approval of purchases billed by matching the paper billing statement, received from the bank, to a log and the original documentation obtained from the vendor(s). The log must be approved at the end of the billing cycle by the designated Approver.

Travel Card Profile – Unique profile associated with a cardholder that sets the card credit limit, single purchase limit and MCCs on the Cardholders ability to make purchases on behalf of the state. The Profile name must be unique and should be set up in the following format, this is an example only – CL\$10,000; STL \$5,000; Travelall

Works – Bank of America’s web-based system used for program maintenance, card/CBA issuing/suspension/cancellation and reporting.

Works Workflow – Bank of America’s online system that includes user profiles and transaction workflow.

Roles and Responsibilities

T-Card Program Administrator

1. The Program Administrator will be responsible for keeping well informed of program updates received from the Office of State Travel, along with dissemination of this information to all University personnel in a timely manner.
2. The Program Administrator will maintain a file for the following:
 - a. Current Cardholders with their Approvers
 - b. NSU’s Cardholder Enrollment Form with spending limits
 - c. Cardholder’s annual certificates, acknowledging completion of Office of State Travel training course for Travel Card Certification Course for Cardholders
 - d. State of Louisiana Cardholder Agreement Form
 - e. Approver’s annual certificates, acknowledging completion of Office of State Travel training course for Travel Card Certification Course for Approvers and the University’s Annual Internal Policy and Procedure PowerPoint training.
 - i. State of Louisiana Approver Agreement Form
 - ii. Proof of Annual Compliance Review of Cardholders and Cardholder Limits
 - iii. Maintain T-Card Reconciliation Log and reconcile Bank of America credit card statement
 - iv. Copy of paid T-Card Travel Expense Account with support documentation
 - v. The Program Administrator must generate, review, and investigate results of all mandatory Monthly Audit Reports and monthly certify these reports are being audited and submitted to the Office of State Travel which includes the following reports, their purpose, source, and supervisory review.

It is the Program Administrators responsibility to not only review the data gathered, but to make certain that transactions are allowed charges on T-Card. In the event that a transaction is investigated, the cardholder must explain and justify the transaction being questioned. All documentation/findings/replies, resulting from the monthly audit of T-Card transactions, are to be centrally located and readily available for any internal or external audits that may occur. The certification will indicate that the Program Administrator administering the T-Card program have generated the required reports, all requirements listed in the policy have been completed, and necessary findings have been investigated, documented, and handled appropriately. Also, it is important to save or print all reports even if there are no results generated.

3. The Program Administrator will review and generate monthly reports for the following:
 - a. Travel Card Program Auditing Reports

The list of reports is created through WORKS and Intellilink for monthly audit requirements of the T-Card program and to assist in policy compliance. In the event that a transaction is being investigated, the cardholder must explain and justify the transaction being questioned. Based on the cardholder’s explanation, the Program Administrator will provide the cardholder’s approver and appropriate Vice President with information for their review and resolution.

Program Administrator will maintain a file for all documentation/findings/replies resulting from the monthly audit of travel card transactions for any internal or external audits that may occur.

- b. Review all cardholder status to determine if T-Card shows no activity during a 12-month period. This review is performed monthly. Notify cardholder, approver, and appropriate Vice President for recommendation of changes in cardholder status.
4. The Program Administrator will prepare reports for the following:
 - a. Monthly T-Card compliance certification submitted to the Office of State Travel
 - b. Quarterly procurement of Special Meals submitted to The University of Louisiana System Board of Supervisors
 - c. Quarterly mileage for use of personal vehicles submitted to the Office of Risk Management
 - d. Bi-annual International travel submitted to the University of Louisiana System Board of Supervisors

T-Card Supervisor/Approver

The Approver is the NSU employee who approves travel charges made by the cardholder to which he or she is assigned. The Approver is the person most familiar with the cardholder's business needs that is at least one level higher than the cardholder. By approving each Travel Card transaction, the Approver exercises critical control by ensuring authorized and appropriate Travel Card use and correct allocation of expenses in accordance with all applicable current travel policies, rules and regulations, mandates, Louisiana Statutes, Executive Orders, internal NSU policies and procedures and/or PPM49 on use of the Travel Card. Keep informed of program updates as sent from NSU Program Administrators or anyone else associated with the Travel Card program. Approver's duties include but are not limited to:

- Immediately report any fraud or misuse, whether actual, suspected, or personal charges to the Program Administrator, Vice Presidents, University President. An Approver will participate in any disciplinary actions which may be deemed appropriate.
- Ensure that the cardholder notifies the Program Administrator if card is lost or stolen. Ensure the cardholder immediately notifies Bank of America as well.
- The Approver notifies the Program Administrator (Business Affairs/Travel) immediately upon separation, change in department/section or during extended leave for themselves and the cardholders they oversee.
- Complete an exit review, with the cardholder, of the cardholder's outstanding transactions, supporting documentation and receipts, as well as, obtaining necessary signatures prior to departure.
- Understand that failure to properly fulfill responsibilities as a T-Card Approver could result, at a minimum, in the following:
 - Written counseling which would be placed in Approver's file in Business Affairs/Travel.
 - Consultation with the Program Administrators, Vice Presidents, President or internal audit section.
 - Disciplinary action deemed necessary by the President.

NOTE: *The Program Administrator cancels the cards through Bank of America Works.*

T-Card Cardholder

1. All cardholders are required to keep informed of program updates as sent from NSU Program Administrators or anyone associated with the program.
2. Cardholders are required to have an understanding of current state travel policies, rules and regulations, mandates, Louisiana Statutes, Executive Orders, internal NSU policies and procedures and/or PPM49 as applicable on use of the Travel Card.
3. Transactions should never be artificially divided to avoid the Travel Card policy limits. Cardholders are prohibited from splitting charges between two or more transactions in order to circumvent the Single Transaction Limit (STL) imposed on the card regardless of the amount of the STL.
4. Recognize that the Travel Card is the property of the State of Louisiana and the cardholder is responsible for the physical security and control of the Travel Card and its appropriate use.
5. Annually complete all required State and NSU internal training on policy and procedures.
6. Immediately report a lost or stolen card by calling Bank of America at 1-888-449-2273.
7. Notify the Approver and Program Administrator immediately when anticipating and/or prior to an extended leave of absence. Ensure that all transactions have been reconciled and signed by both the cardholder and cardholder's supervisor/Approver. The account will be suspended until the cardholder returns to work. Types of extended absences would include maternity leave, family medical leave, medical leave, military obligations, sabbaticals, etc.
8. Complete an exit interview with supervisor/Approver and return the Travel Card immediately upon request or upon separation from NSU. Cardholder should discontinue use of the travel card immediately upon notification of separation. This will allow sufficient time for receipts to be submitted and for outstanding charges to be processed before leaving employment. Failure to do so may result in charges not being reconciled.
9. Complete the ***Travel Card Reconciliation Log*** and original Bank of America Statement. Both Documents are to be signed by the cardholder and Approver monthly before submitting to NSU Business Affairs/Travel.

Note: *Manual (wet) signatures are required on all State Travel documents.*

- *Reconciliation Log &*
- *Bank of America Statement,*
- *Cardholder/Approver Agreement Form*
- *Enrollment Form*
- *Acknowledgement of Non-State Employees Utilizing State Vehicles (formerly "Hold Harmless Agreement")*

Card Usage

1. All High-Cost Expenditures (airfare, lodging, vehicle rentals, and registration) are required be placed on the Travel Card unless prior approval is granted from the Commissioner of Administration.
2. Use Travel Card for official State business only. No personal use. Travel Card is limited to the person whose name is embossed on the card or the person assigned as the CBA account holder/authorizer. The Travel Card shall not be used to pay for another or loaned to another person to pay for official or non-official business expenses.

Exception: *The Employee/Faculty is allowed to pay for student's airfare, lodging, and registration on their T-Card.*

3. The Cardholder, CBA Accountholder/Authorizer is to never:
 - a. Loan to another person or use to pay for another person's expenses.
 - b. Give account number or pin number to any individual other than the merchant in which a purchase is being made. **Note: Card is required to be used as credit at all times**
 - c. Include the full Travel Card account number in emails, faxes, reports, memos etc. If necessary, use of the last four or eight digits are allowed. In the event that using the full account number is necessary to make hotel reservations, caution should be exercised by cardholder to ensure that the full account number is used in a secure environment with a valid hotel.
 - d. Use an individual Travel Card for personal, non-business expenses for any reason.
 - e. Pay State sales taxes for hotel, vehicle rentals, and USPARK parking charges when using the Travel Card, since it is a state liability.
 - f. Use the Travel Card to access or attempt to access cash under any circumstances.
 - g. Accept cash, gift cards or store credit in lieu of a credit to the Travel Card account.
 - h. Never use for incidentals. Traveler must present personal credit when checking into a hotel to cover any incidental expenses. If incidentals are incurred during a business trip, traveler must be reimbursed on a **Travel Expense Account**.
 - i. Purchase of alcohol, food, or entertainment services.
 - j. Pay for fuel or vehicle maintenance if agency is part of the Fuel Card and Maintenance Program. However, in the event that the fuel program is not covered in a certain geographic area, then the Travel Card may be used, and documentation of the transaction must be attached to the **Travel Expense Account** indicating the reasons why a fuel card could not be used. Approval by the appropriate Vice President is required.
 - k. **Never make a payment directly to the bank** in the event that an unauthorized charge is placed on the individual's state corporate liability T-Card. Making a payment directly to the bank will cause the monthly statement billing file to be out of balance, and the Program Administrator will have to determine the cause. Ultimately, it will be determined that a personal payment was made. In order to avoid this situation, report any unauthorized charges to the Program Administrator immediately, along with decision on how the funds will be reimbursed back to NSU.

4. Allowable T-Card transactions:
 - a. Airfare – CHRISTOPHERSON BUSINESS TRAVEL USE IS MANDATORY;
 - b. CHRISTOPHERSON BUSINESS TRAVEL AGENT FEES;
 - c. Registration for Conference/Workshop and Membership Dues **only** when included in registration costs;
 - d. Hotel/Lodging;
 - e. Rental Car – STATE CONTRACTED VEHICLE RENTALS (MANDATORY);
 - f. Tolls in conjunction with the contracted vehicle rental;
 - g. Parking - Only with hotel stay and combined on the invoice and Park-N-Fly Parking;
 - h. Internet Services, for business purposes only – Only with hotel stay and combined on the invoice/hotel folio;
 - i. Gasoline for Rental Car – PRE-PAID FUEL IS NOT ALLOWED;
 - j. Shuttle Service - Only when pre-paid prior to trip. Not for individual ground transportation during a business trip such as taxi, bus, etc.

Card Security

Each cardholder, CBA administrator, NSU Program Administrators, auditor, Cardholder Approver, or any other employee participating in the program, is responsible for the security of their card, WORKS user ID(s) and password(s), and therefore should:

1. Never allow someone else to possess their card.
2. Recognize that the Travel Card is the property of the State of Louisiana and the cardholder is responsible for the physical security and control of the Travel Card and its appropriate use.

3. Travel Cards are issued in the employee's name and are not to be used by anyone other than the person identified on the card. When not in use, cards should be kept in a secure location accessible only by the cardholder. The Cardholder is also responsible for maintaining the security of card data such as the account number, pin number, the expiration date, and the card verification value (CVV), the 3-digit security code located on the back of the card.
4. Never display the Card Account Number, WORKS and WORKS Workflow user ID and passwords around their work area.
5. Never give the Card Account Number, user IDs or passwords to someone else.
6. Never email the full account numbers or user ID numbers or passwords or store full account numbers in supporting documentation. In the event that using the full account number is necessary to make hotel reservations, caution should be exercised by the agency to ensure that the full account number is used in a secure environment with a valid hotel or hotel booking website and never filed with the entire account number. Caution should be made to blackout the account number when documentation prior to maintaining on file.
7. Secure assigned WORKS application User IDs. Never share User ID, password or pin number and/or leave work area while logged into the system or leave log-in information lying in an unsecure area.
8. Never share user IDs and passwords and/or leave work area while logged into the system or leave log-in information lying in an unsecure area.

Card Misuse

Cardholders, program users, supervisors/approving officials, auditors or anyone associated with the program who knowingly, or through willful neglect, fail to comply with the requirements may be subject to:

- Suspension/cancellation of card
- Written counseling which would be placed in employee file for a minimum of 12 months
- Consultation with agency Program Administrators, possibly NSU President, and internal audit section
- Disciplinary actions, up to and including termination of employment.
- Legal actions, as allowed by the fullest extent of the law.

Fraud Purchases

Any use of the Travel Card/CBA which is determined to be an intentional attempt to defraud the State for personal gain or for the personal gain of others is prohibited. An employee suspected of having misused the Travel Card/CBA with the intent to defraud the State will be subjected to an investigation. Should the investigation result in findings which show that the actions of the employee have caused impairment to state service, and should those findings be sufficient to support such action, the employee will be subject to disciplinary action. The nature of the disciplinary action will be at the discretion of the NSU President and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing action shall be reported to the Legislative Auditor, the Office of Inspector General and the Director of the Office of State Travel. Disciplinary consequences will be determined after the investigation is completed.

Any recognized or suspected misuse of the Travel Card Program should be immediately reported to the NSU Program Administrator and may be anonymously, reported to the State of Louisiana Inspector General's Fraud and Abuse Hotline at 1-866-801-2549 or for additional information one may visit

<http://oig.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&nid=3&pnid=0&pid=4&catid=0>.

Cardholders and other program personnel are prohibited from using the Travel Card and other accounts (e.g. CBA's) for the purchase of any goods or services not directly or indirectly related to official State of Louisiana business. Intentional use of the card for personal purchases will result in disciplinary action, up to and including termination from State employment and criminal prosecution.

Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as those making the purchase.

Non-Approved Purchases

A purchase made by a State cardholder for which payment by the State is unapproved. A non-approved purchase differs from a fraud purchase in that it is an unintentional misuse of the Travel Card/CBA with no intent to deceive NSU for personal gain or for the personal gain of others.

A non-approved purchase is generally the result of a miscommunication between a supervisor and the cardholder. A non-approved purchase could occur when the cardholder mistakenly uses the Travel Card/CBA rather than a personal card.

When a non-approved purchase occurs, the cardholder will be counseled to use more care in handling of the Travel Card/CBA. The counseling will be in writing and maintained in the employee's file for no longer than one year unless another incident occurs. The employee may be required to pay for the item purchased inappropriately. Should another incident of a non-approved purchase occur within a 12-month period, appropriate NSU Vice President will discuss revocation of the Travel Card/CBA.

Merchant Forced Transactions

Commercial cards are accepted by a variety of merchants that process transactions only if approved by the issuing bank thereby abiding by the card controls in place. Merchant transactions are processed using one of the 2 steps as follow:

1. Merchants process transactions against card controls (MCC, limits, expiration date, etc.) and, if approved, receive an authorization number.
2. Merchants submit the transaction for payment from the bank.

In rare instances, merchants will circumvent the authorization process and only perform step 2. This means that the merchant didn't process the transaction against the card controls and therefore did not receive an authorization number. If this happens, the merchant has forfeited all dispute rights and the transaction can be disputed and unless the merchant can provide a valid authorization number, the dispute will be resolved in the cardholder's favor.

Disputes

In the event cardholder finds items on the monthly billing statement that do not correlate with retained receipts and supporting documentation, transactions not made by the cardholder, incorrect transaction amounts, or if there is an issue with service or quality, the cardholder's first recourse is to contact the merchant to try to resolve the problem.

If the merchant agrees an error has been made, they will credit the cardholder's account. The credit should appear on the next monthly billing statement. Cardholder should check the next statement for credit.

If the problem with the vendor is not resolved, you must contact NSU Business Affairs/Travel and discuss the issue with a Program Administrator.

The transaction will be paid; therefore, it is important for cardholder to mark travel documentation as "**DISPUTED**". Cardholder should retain a copy of the disputed documentation and verify receipt of the credit on future statements.

All disputes must be identified in writing within 60 days of the billing statement. Bank of America will then resolve disputes within 180 days.

Sales tax is not a disputable item. It is the responsibility of the cardholder to ensure that merchants are advised that the purchase is Louisiana Sales Tax exempt and provide the tax exemption number.

Louisiana State Sales Tax

Travel Card/CBA charges are a direct liability of the State; therefore, as a rule Louisiana State sales tax should never be charged on card purchases for hotels, vehicle rentals and Park-N-Fly parking charges. The State of Louisiana tax exemption number is printed on the front of the Travel Card.

It is the cardholder's responsibility to ensure that state sales tax is not charged. Cardholders must make every effort at the time of purchase to avoid being charged Louisiana State sales tax. If in-state sales taxes are charged, it is the cardholder's responsibility to get a credit issued to their card, or the cardholder will be required to reimburse the T-Card account the total amount of the state sales taxes. Documentation of attempts to obtain credit for any State Sales Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.

In the event state sales tax is charged and a credit is warranted, it will be the cardholder's responsibility to have the vendor-merchant (not Bank of America) issue a credit to the cardholder's T-Card.

Note: Contractors are not exempt from paying state taxes; therefore, if a contractor is working on behalf of an agency, the agency may reimburse them for the state sales taxes.

Convenience Fees/Surcharge/Processing Fees

Convenience Fees should only be considered if it is deemed a necessary expense and Business Affairs/Travel has had an opportunity to review the appropriateness of the fee prior to the transaction.

Many suppliers charge fees that are not in compliance with Visa regulations and would therefore, not be an allowable charge. It is the cardholders' responsibility to ensure that these fees are not only allowed by VISA regulations but also in the best interest of the State. Prior to processing any transactions that include convenience fees, the Cardholder must consult with Business Affairs/Travel to discuss the appropriateness of the additional fee. The Cardholder must submit their request in writing justifying the need to make the purchase with their Travel Card and the Business Affairs/Travel will then determine if the convenience fee complies with VISA regulations and is in the best interest of the State. Only then will the convenience fee be allowable.

Audit Requirements

All travel documents and supporting documentation is filed by Cardholder's name in Business Affairs/Travel. All travel documents and supporting documentation is required to be retained for five (5) years.

How to Apply for a T-Card

1. Cardholder Enrollment Form:

- a. Complete the official application for requesting a State Liability TravelCard.
This form can be found at <http://businessaffairs.nsula.edu/travel/> listed as [Travel Cardholder Enrollment Form](#)
- b. Complete document in its entirety
- c. Required signatures by **Employee/Cardholder; Approving Agent; and Vice President**
- d. Forward to Business Affairs / Travel with training certification documents listed below
- e. The NSU Program Administrator in Business Affairs/Travel is responsible for assigning the employee/cardholder's spending limits per transaction and per monthly cycle.

2. Certificate of Completed Office of State Travel Training Course (LEO):

- a. Annually every Cardholder and their Approver are required to participate in the Louisiana Employees Online (LEO) online course, <https://leo.doa.louisiana.gov/irj/portal>, receiving a passing grade of at least **90** to possess a State of Louisiana T-Card.

3. Travel Cardholder Agreement Form

- a. After completion of online LEO training course, the employee prints and completes the [Travel Cardholder Agreement](#).
- b. Complete document in its entirety
- c. *Electronic signatures will not be accepted.*
- d. Signature of Approver is required.

4. NSU's Certificate of Completed T-Card Training Course (Moodle):

- a. Annually every T-Cardholder and their Approver are required to participate in NSU's T-Card Training;
- b. This training covers NSU's policies and procedures concerning travel cards.
- c. You can access the [T-Card Travel Training](#) on Moodle;

5. Forward to Business Affairs/Travel (These documents must be submitted together):

- a. [Cardholder Enrollment Form](#) (for employees requesting a NSU T-Card) (NSU's document)
- b. Copy of *Certificate* acknowledging successful completion of LEO training course for Cardholders and Approvers
- c. [Cardholder Agreement Form](#) (State's document)
- d. *Copy of Certificate of Completion of Course* (NSU T-Card Travel Training- Moodle)

6. Business Affairs/Travel Office Program Administrator will submit a request to Bank of America for a T-Card in the name of the employee/cardholder once all necessary documents have been received.

7. When the Program Administrator receives the new credit card (T-Card) from Bank of America, the employee/cardholder will be contacted to pick up the card in Business Affairs/Travel. Cards must be picked up by the cardholder within ten (10) days of the notification that the card has arrived. Non-compliance may result in the forfeiture of the T-Card.

Annual T-Card Certification

Each year during July and August, all T-Card Cardholders and Approvers are required to complete the Office of State Travel and NSU's internal T-card Travel Training. This training is conducted to ensure all T-Card cardholders and approvers are aware of all current NSU internal policies and procedures associated with possession and use of a State Corporate Liability Travel Card (T-Card)

NSU Business Affairs / Travel will notify all current cardholders and approvers once the trainings are available each year.

Cardholder Certification Requirements

1. Certificate of Completed Office of State Travel Training Course (LEO):

- a. Annually every Cardholder and their Approver are required to participate in the Louisiana Employees Online (LEO) online course titled OSP, <https://leo.doa.louisiana.gov/irj/portal>, receiving a passing grade of at least **90** to possess a State of Louisiana T-Card.
- b. Cardholder Course is titled *OSP Travel Card Cert for Cardholder*

2. Travel Cardholder Agreement Form

- a. After completion of online LEO training course, the employee prints and completes the [Travel Cardholder Agreement](#).
 - b. Complete document in its entirety
 - c. *Electronic signatures will not be accepted.*
 - d. Signature of Approver is required.
- 3. NSU's Certificate of Completed T-Card Training Course (Moodle):**
- a. Annually every T-Cardholder and their Approver are required to participate in NSU's T-Card Training;
 - b. This training covers NSU's policies and procedures concerning travel cards.
 - c. You can access the [T-Card Travel Training](#) on Moodle;
- 4. Forward to Business Affairs/Travel (These documents must be submitted together):**
- a. Copy of *Certificate* acknowledging successful completion of LEO training course for Cardholders and Approvers
 - b. [Cardholder Agreement Form](#) (State's document)
 - c. *Copy of Certificate of Completion of Course* (NSU T-Card Travel Training- Moodle)

Approver Certification Requirements

- 1. Certificate of Completed Office of State Travel Training Course (LEO):**
- a. Annually every Cardholder and their Approver are required to participate in the Louisiana Employees Online (LEO) online course titled OSP, <https://leo.doa.louisiana.gov/irj/portal>, receiving a passing grade of at least **90** to possess a State of Louisiana T-Card.
 - b. Approver Course is titled *OSP Travel Card Cert for Approver*
- 2. Travel Cardholder Agreement Form**
- a. After completion of online LEO training course, the employee prints and completes the [Travel Approver Agreement](#).
 - b. Complete document in its entirety
 - c. *Electronic signatures will not be accepted.*
 - d. Signature of Approver is required.
- 3. NSU's Certificate of Completed T-Card Training Course (Moodle):**
- a. Annually every T-Cardholder and their Approver are required to participate in NSU's T-Card Training;
 - b. This training covers NSU's policies and procedures concerning travel cards.
 - c. You can access the [T-Card Travel Training](#) on Moodle;
- 4. Forward to Business Affairs/Travel (These documents must be submitted together):**
- a. Copy of *Certificate* acknowledging successful completion of LEO training course for Cardholders and Approvers
 - b. [Travel Approver Agreement](#) (State's document)
 - c. *Copy of Certificate of Completion of Course* (NSU T-Card Travel Training- Moodle)

Note: If you are a Cardholder and Approver you will need to complete both LEO Trainings, and both Agreement Forms. The Moodle will only need to be completed once.

Request for Authorized Travel

All official University travel should be authorized before travel commences, regardless of the amount requested. Therefore, each employee/traveler must complete a **Request for Authorized Travel**, which is reviewed and approved by Budget Unit Head, Approving Agent and Vice President/President (if applicable).

If the employee does not intend to seek reimbursement, this document should be processed for insurance purposes only, so the employee and Budget Unit Head/Supervisor will have proof the traveler is on official University business.

The employee's supervisor is responsible for ensuring that adequate funds are available prior to signing and approving travel.

For employees utilizing NSU funds for their travel, this form also serves as authorization to use the funds. When completing the **Request for Authorized Travel** the availability of funds should be reviewed before it is approved. Go to FGIBAVL in Banner to check your budget. If funds are not available, a Budget Revision should be processed and forwarded to Business Affairs

Additional travelers can be included on the same form providing they are traveling together. When traveling with a group an attachment can be used to list all who are being requested to be put into travel status.

During official visits by prospective students or prospective employees, a RAT is only necessary if an existing employee is traveling outside of their official domicile. The mileage rate for students nor prospective employees' reimbursement shall not exceed the IRS standard mileage rate.

- a. Example when a RAT is not needed: A student from DeRidder High School Travels to NSU main campus and is reimbursed mileage.
- b. Example when a RAT is needed: A student from Montana is visiting and travels to NSU. The NSU employee drives to the airport in Alexandria to pick up the visitor.

The **Request for Authorized Travel** can also be used to request hotel overage allowance. This request can be specified in the "Purpose of Trip/Travel" section.

Completed **Request for Authorized Travel** must be maintained in the Budget Unit Head's file. A signed copy should be submitted with each Travel Expense Account Form that is submitted.

Travel Expense Account

(Invoice Document for Travel Expenses)

Prior to submitting your **Travel Expense Account** make sure funds are available in your travel account code category 702000. Go to FGIBAVL in Banner to check your budget. If funds are not available, a Budget Revision should be processed and forwarded to Business Affairs.

NOTE Grant Funds: Any agency that received grant funds must follow PPM49 rules and regulations and any travel regulations contained in the grant.

Banner Account Codes:

702010 – Administrative I/S	702310 – Athletic – Staff I/S
702110 – Conference I/S	702320 – Athletic – Recruiting-Staff I/S
702210 – Field Travel I/S	702330 – Athletic – Recruiting-Prospect I/S
702510 – Administrative O/S	702340 – Athletic – Team I/S
702610 – Conference O/S	702810 – Athletic – Staff O/S
702710 – Field Travel O/S	702820 – Athletic – Recruiting-Staff O/S
702720 – International Travel	702830 – Athletic – Recruiting-Prospect O/S
	702840 – Athletic – Team O/S

Travel Expense Account Forms can be submitted electronically.

All Charges incurred on the T-Card:

- Cardholder submits a **Travel Expense Account** form with original receipts regardless of the date of trip or if the Bank of America Statement has not been received.
- Bank of America WORKS emails cardholder the charges that have hit their statement.
- Cardholder then has 5-7 days to upload the receipt(s) to the transaction(s) listed in WORKS and complete the “sign-off”.
- Cardholder immediately prepares a Travel Expense Account form:
 - Complete with all necessary information pertaining to T-Card expenses.
 - Attach original itemized receipts and supporting documents. A **Travel Card Missing Receipt** form is required for missing receipts. The number of missing receipts should not exceed 2 per year...more than 2 must be paid to T-Card Account at NSU Cashier.
 - Required signatures are: Traveler, Budget Unit Head, Approver, name of the person that prepared the document and a contact phone number.
 - Forward to Business Affair/Travel.

All charges for personal reimbursement:

- Mileage
- Meals
- Ground Transportation
- Parking
- Baggage Fees / Tips
- Communication Expenses

Traveler/Employee submits a **Travel Expense Account** form immediately upon return from trip.

- Complete with all necessary information pertaining to personal expenses.
- Attach original itemized receipts and supporting documents.
- There is no allowance for reimbursement of missing receipts. **Receipts are required.**
- The Travel Expense Check will be mailed to address in Banner Finance. It is the responsibility of the Traveler/Employee to maintain the correct mailing address through Business Affairs/Human Resources.
- Must have signatures of Traveler, Budget Unit Head, Approver, name of the person that prepared the document and a contact phone number.

A copy of all Travel documentation must be made and maintained on file with the Budget Unit Head.

Receipt Requirements:

Note: SALE RECEIPTS MUST ALWAYS BE ORIGINAL AND CANNOT BE SUBMITTED ELECTRONICALLY

- Fuel
- Baggage Fee
- Uber/Lyft/Taxi
- Parking

T-Card Charges/Personal Reimbursement Requests: All receipts must have a zero balance.

Check to Vendor/Travel Advance: All invoices must be original or include vendor email backup.

Reconciliation

Physical Reconciliation (Cardholder and Approver)

NOTE: *The University must comply with the T-Card reconciliation requirements. The **Travel Expense Account** and original support documents are to be submitted once the transactions are charged on the T-Card.*

1. The Cardholder and Approving Agent of each department is responsible for the monthly reconciliation, approval process, and maintaining a separate monthly reconciliation file for all 12 months of each fiscal year. The Cardholder and Approving Agent reconciles charges made during the billing cycle by matching the Bank of America (paper) credit card statement to the Cardholder's **Reconciliation Log** list of transactions.
2. Bank of America mails monthly credit card statements to each Cardholder's official NSU address and should be received by the Cardholder no later than the 15th of every month. The credit card statement billing cycle for each month is the 9th through the 8th of the following month.

Cardholder compares the transactions on the statement with the actual T-Card receipts/support documentation and verifies:

- a. That acceptable documentation exists (including line item description, price and accounting distribution) to support each charge and/or credit;
 - b. That charges are for official state business;
 - c. That T-Card charges comply with appropriate rules and regulations.
3. The Cardholder completes the **Travel Card Reconciliation Log**, identifying any disputes made during the current billing cycle. Sign the **Travel Card Reconciliation Log** along with Bank of America (paper) credit card statement and route to Cardholder's Approver for review and signature of approval.
 4. Forward **ORIGINAL Travel Card Reconciliation Log** with attached **Bank of America Statement** to Business Affairs/Travel. The University remits payment to the Bank of America "as of" the 30th business day following the billing cycle.

Electronic Reconciliation (T-Card Cardholder & Approver)

BANK OF AMERICA WORKS

Bank of America Works is the online system NSU is using to manage the Travel Card/CBA online reconciliation of transactions charged to the Bank of America Statement. Works requires both Cardholders and Approver's electronic approval of T-Card receipts to matching transactions and supporting documentation through the scanning feature as part of your participation in the Travel/CBA program.

MANDATORY

When expenses are charged to a Cardholder's T-Card, Bank of America Works Workflow emails the Cardholder a list of those transactions appearing on their credit card statement. This email should be your only reminder to:

- upload your receipts and supporting documentation to the matching transactions
- complete the electronic "Sign-off" process in WORKS
- complete your Travel Expense Account with all required signatures, attach original receipts and supporting documents
- forward to Business Affairs/Travel for processing

REGARDLESS OF THE DATE OF YOUR TRIP ONCE THE CHARGE HAS BEEN MADE YOU MUST

COMPLETE THE BANK OF AMERICA WORKS PROCESS AND SUBMIT YOUR TRAVEL EXPENSE ACCOUNT TO BUSINESS AFFAIRS/TRAVEL TIMELY

Note: *The Bank of America Works Workflow process DOES NOT eliminate the physical reconciliation process. Cardholder and Approvers are still required to submit NSU's paper **Travel Card Reconciliation Log** and Bank of America statement. (Statements are received on the 15th of each month)*

New Cardholders will receive a Welcome e-mail from works once your T-Card has been ordered. This message will contain instructions for creating your Bank of America Works account. The link will only be active for 24 hours. If the link expires you will need to notify Business Affairs/Travel. Your username will be your full NSU e-mail address (ex. smithj@nsula.edu)

If you forget your password, please notify Business Affairs/Travel in order to receive a temporary password. This temporary password will only be active for three (3) days.

IMPORTANT: Review your receipts and documents prior to uploading and submitting to WORKS. Make sure all receipts are valid itemized receipts and all supporting documents have detailed information. Failure to provide acceptable uploaded documents may cause your transaction to be held in pending status in the Approver's queue.

- Upload receipts and supporting documentation – All receipts are to be uploaded to your computer before submitting to WORKS.
- Receipts and attachments must meet the following requirements:
 - WORKS supports the following formats and must be 1MB or less: .pdf, .png, .jpg, .gif, .jpeg
 - Be legible (i.e. not too dark, not too light)
 - Contain copies of all pages of receipt or other documents.
 - Itemized receipts are required, cannot be generic
 - Lost Receipts – Complete the **NSU T-Card Missing Receipt Certification Form** and upload as a valid receipt. Per State Travel Office, only two (2) Missing Receipt documents are allowed per year.

When cardholder approves a transaction online, his signoff moves the transaction to the queue of their Approver for their review and sign off. Sign off in WORKS should be completed by Cardholder and Approver no later than 5-7 days after any transaction. Failure to comply may result in card cancellation.

Steps for Cardholders in Works

1. From the Home Screen in the Action Items box click “pending”
2. Plus Sign (+) next to the TXN #
3. View Full Details
4. Receipts Tab
5. Upload Receipt (If you upload the receipt into Works without attaching it to the transaction, you will need to attach it from stored receipts)
6. Add Comment
7. Actions
8. Save and Sign Off

Steps for Approvers in Works

1. From the Home Screen in the Action Items box click “pending” when acting as the Accountant
2. Select the TXN #
3. Select View Receipt.

4. Verify that amount of the receipt and the amount charged match, that the receipt is legible, and the charge is valid.
5. Return to the Works screen
6. Save and Sign Off

If there is an issue with a receipt not being legible, not being attached, or a dispute with the amount charged, please select “Raise Flag” from the drop-down menu that appears when you select the TXN#. This will return it to the cardholders’ queue and allow them to make any necessary changes.

NOTE: The Cardholder’s monthly credit limit will not refresh until both signoffs are completed.

NOTE: In order to comply with Payment Card Industry (PCI) data security standards, your Bank of America Works password will now expire every 90 days.

Types of Travel and How to Process

Conference Registration (Charged on T-Card)

Registration fees for travel should be paid by one of the following processes:

- Employee’s T-Card;
- If an employee doesn’t have a T-Card or if the T-Card is declined due to an MCC Code, request payment directly to the vendor by attaching the registration form to a **Travel Expense Account**
Note: If the card is declined, do not make multiple attempts. Call NSU Business Affairs/Travel for assistance.
- Employee reimbursement which the employee would pay for the registration with their personal funds and request reimbursement by submitting their receipt attached to a **Travel Expense Account**.

Airfare (Charged on T-Card)

Christopherson Business Travel

Toll Free: 800-961-0720

Direct: 205-874-8538

Hours: 7:00 AM - 8:00 PM CT, Monday – Friday

Email: statela@cbtravel.com (State Advisor Team)

Email: statelauniv@cbtravel.com (University Advisor Team)

Agent Assisted Bookings (Non-Refundable)

\$24.00 per domestic ticket

\$31.00 per international ticket

\$21.00 per domestic ticket for 10 or more people on the same itinerary plus tax

\$29.00 per international ticket for 10 or more people on the same itinerary plus tax

Online Booking (Non-Refundable)

\$7.00 per domestic or international ticket

After hours service for emergency use only

After 5 p.m. and on weekends: 800-961-0720

Create a travel profile: <https://legacy.cbtravel.com/business/profile/stateofla/> Christopherson Business Travel

Login: <https://app.cbtravel.com/> (click on AirPortal Login if you’ve already created a profile)

All state travelers are to purchase commercial airline tickets through the state contracted travel agency.

Employees that possess a T-Card must book their airfare using their Travel Card.

NOTE: United Airlines does not allow transfer of tickets to other travelers. Always make sure when booking flights for potential employees/interviewees the unused tickets can be transferred to another traveler.

In many instances, the conference registration form specifies that certain airlines have been designated as the official carrier offering discount rates, if available. If so, giving this information to our contracted agency could result in them securing that rate for your travel.

Lodging (Charged on T-Card)

Note: Hotels should always be booked one of the following ways:

- State of Louisiana Hotel Planner; (<https://louisiana.hotelplanner.com/>) (Use is not mandatory)
- Conference hotel through the conference; or
- Directly with the hotel.

General Lodging Information

1. Lodging rates for the 48 contiguous states are based on the GSA lodging rates for the applicable location. The GSA lodging rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 2. Alaska, Hawaii, and U.S. Territories shall follow the Lodging Rate of \$225 per night.
 3. The State has contracted with HotelPlanner for hotel booking (use is **not** mandatory). Lodging rate, plus tax (other than Louisiana Sales Tax) and any mandatory surcharges are allowed.
 4. When traveling in-state on official state business and expenses are being charged to an employee's State Corporate Travel Card, or the agency's CBA account, it is the employee's responsibility to ensure state sales taxes are not charged.
 5. When two or more employees, on official state business, share a lodging room, the State will allow the actual cost of the room; subject to a maximum amount allowed for an individual traveler multiplied by the number of employees per room.
1. **Routine Lodging Allowance** - (Receipts are required) For lodging rates, the inclusion of suburbs (see definition of suburb), shall be determined by tier pricing for that area. Employees are required to use the tax-exempt form located on the State Travel Office website for all in-state lodging when hotel expenses are being charged to employee's State Corporate Travel Card. When two or more employees on official state business share a lodging room, the actual cost of the room is allowed; subject to a maximum amount (specified in tier for that area) for an individual traveler times the number of employees. The tax exempt form for NSU can be found here: <https://www.nsula.edu/documentprovider/docs/370/FORM%20-%202016.%20Travel%20Sales%20Tax%20Exempt%20-%202022%20NSU%20Signed.pdf>
 2. **Conference Lodging Allowance** - Employees may be allowed conference lodging rate, plus tax (other than State of Louisiana tax) and any mandatory surcharge. The actual cost of conference lodging, for a single occupancy, standard room, when the traveler is staying at the designated conference hotel is allowed. **(Receipts are required along with proof/documentation showing the actual conference rate)**

If there are multiple designated conference hotels, the lower cost designated conference hotel should be utilized, if available. In the event the designated conference hotel(s) have no room availability, the appropriate Vice President may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels in the immediate vicinity of the conference hotel. In the event a traveler chooses to stay at a hotel, which is not associated with the

conference, then the traveler is subject to making a reservation and being reimbursed within the hotel rates that will be allowed in routine lodging only per PPM49 tier pricing.

If staying at a designated conference hotel or an overflow hotel(s), you may not rent a vehicle unless prior approval is granted from the department head. Rental vehicles must be for official state business needs and supporting documentation must be maintained in the file.

Note: Training courses which are several days and have a designated hotel and rate, could be considered a “conference hotel” and therefore the designated rate could be allowed.

Exceptions

3. Routine Lodging Overage Allowances (Receipts required): Vice President or President has the authority to give approval for actual costs for routine lodging provision on a case by case basis, not to exceed fifty percent over PPM49 current listed rates. (*Note: The approval for overage of 50% by the Vice President is only allowed for routine lodging and not for conference lodging or any other area of PPM49.*) Justification and approval must be maintained in the file to show that attempts were made with hotels in the area to receive the state/best rate.
4. In areas where the Governor has declared an emergency, NSU President or Vice President will have the authority to approve actual routine lodging provisions on a case-by-case basis not to exceed seventy-five percent over PPM49 current listed rates. Each case must be fully documented as to necessity (e.g. proximity to meeting place) and cost effectiveness of alternative options. Documentation must be readily available in department’s travel reimbursement files.

Notes

5. Lodging with relatives or friends may not be reimbursed.
6. Tax Recovery Charges, Service fees and/or Booking fees are not allowed when booking through third party companies and will be required to be reimbursed by the employee/traveler.
7. Traveler will be responsible for reimbursing NSU T-Card account for any Louisiana State sales taxes when tax exemption form is not presented at time of check-in at hotel.
8. ***Resort fees and similar hotel fees for non-conference lodging will be allowed if approved by the appropriate Vice President. The daily room rate plus the resort fee must not exceed the tier rate. These fees require the appropriate Vice President approval if the additional cost is less than a 50% increase of the tier rate. Increases that exceed 50% require prior approval from the Commissioner of Administration.***

Controlled Billed Account (CBA) (Airfare and Lodging)

The CBA accountholder/authorizer is informed of program updates as sent from NSU Program Administrators or anyone associated with the program. The CBA accountholder/authorizer must have an understanding of current State travel policies, rules and regulations, mandates, Louisiana Statutes, Executive Orders, internal NSU policies and procedures and/or PPM49 as applicable on use of the Travel Card.

CBA (Controlled Billed Account) is authorized by the CBA Custodian/President’s Office. It may be used for airfare and hotels for the following types of travelers:

- Infrequent travelers (Infrequent travelers are those employees that do not travel a minimum of 2 trips per year using vehicle rentals, lodging, or airfare)

- Students
- Non-Employees (i.e. interviewees)
- Group Travel

CBA for Lodging:

- Contact the hotel directly and talk to either a reservation manager or someone in the accounting department.
- Tell them you will be using a University Controlled Billed Account to pay for your reservation and have the hotel provide you with a detailed reservation confirmation and the hotel's credit card authorization form to prepay the room. Make sure the hotel does not charge state taxes (Louisiana hotels).
- Once the hotel provides you with a detailed reservation confirmation and credit card authorization form, you will complete NSU's "Request for Use of CBA (Hotel)" form which must be signed by Traveler and Budget Unit Head.
- Forward the signed documents to Business Affairs/Travel;
- Business Affairs/Travel will forward to President's Office for payment.
- You will need to present your personal card at the hotel for incidentals.
- Upon check out from hotel stay, obtain a final folio that is completely itemized with room rate, taxes and charges and forward to Business Affairs/Travel.

Other Options to Pay for Lodging:

1. Have the hotel direct bill NSU; or
2. Traveler/Employee: pay for hotel on their personal credit card and get reimbursed.

CBA for Airfare: MANDATORY to book flights through Christopherson Business Travel

Booking on-line: An Agent Fee of \$7 will be charged.

(Self Booking ONLY)

- Log in to your account with Christopherson Business Travel;
- Search and select the flight that best matches your travel needs. It is not required that you select the "In-Contract" flight, however you should be mindful of the airlines cancellation and name change policies;
- Under "Flight Payment", "NORTHWESTERN STATE UNIVERSITY CENTRAL BILLED ACCOUNT" will be listed as your only payment option.
- A reservation confirmation will be emailed to you. Please print this and submit it with the completed ***Request for Use of CBA (Airfare)*** to your Budget Unit Head for signature.
- Forward the signed documents to Business Affairs/Travel;
- Once the flight is reserved an e-mail requesting the use of the CBA will be sent to Business Affairs/Travel, and the CBA Accountholder, President's Administrative Assistant for approval.
- When your paper documents are received by Business Affairs/Travel, we will confirm the availability of funds, then sign the Request for Use of CBA (Airfare) and forward it to the President's office for payment.
- You will receive a confirmation e-mail notifying you that the flight has been booked.

Booking by phone: An Agent fee of \$24.00 may be charged. Once airfare is booked, Christopherson Business Travel will email you an itinerary confirmation.

(Guest/Group Booking and Self Booking)

- Contact Christopherson Business Travel by phone toll free at (800) 961-0720
- Tell them you will be using the Controlled/Central Billed Account for Northwestern State University to pay for the flight.
- Give them the traveler's information.
- Follow their instructions to select your flight.
- A reservation confirmation may be emailed to you. Please print this and submit it with the completed ***Request for Use of CBA (Airfare)*** to your Budget Unit Head for signature.

- Forward the signed documents to Business Affairs/Travel;
- Once the flight is reserved an e-mail requesting the use of the CBA will be sent to Business Affairs/Travel, and the CBA Accountholder, President's Administrative Assistant for approval.
- When your paper documents are received by Business Affairs/Travel, we will confirm the availability of funds, then sign the Request for Use of CBA (Airfare) and forward it to the president's office for payment.
- You will receive a confirmation e-mail notifying you that the flight has been booked.

Note: *Once you reserve a flight, there is only a 12-24-hour window of time for the airfare to be paid. Therefore, you must submit your CBA and Reservation confirmation immediately to Business Affairs/Travel in order to avoid expiration of your booking. Flights booked using the CBA should be processed Monday – Thursday.*

THERE IS NO OTHER OPTION FOR BOOKING YOUR AIRFARE. IT IS MANDATORY TO BE PROCESSED WITH CHRISTOPHERSON BUSINESS TRAVEL USING THE CBA OR T-CARD

Vehicle Rentals (Charged to T-Card – MANDATORY)

Enterprise

<https://www.enterprise.com/en/car-rental/locations/us/la/natchitoches-510h.html>

5880 Hwy 1 Bypass
Natchitoches, LA, US, 71457
(318) 352-5400

Eplus: <https://www.enterprise.com/en/enroll.html>

All Cardholders should enroll with EPlus in order to ensure availability of your rental

Hertz

<https://www.hertz.com/rentacar/reservation/>

National

<https://www.nationalcar.com/en/reserve.html#/start>

PLEASE CONTACT TRAVEL@NSULA.EDU FOR CONTRACT CODES

The State also has contracts with Enterprise, National and Hertz for all in and out-of-state rental vehicles which use is mandatory. These contracts are also applicable to all authorized travelers, and contractors.

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 travel time, employee's salary, cost of operation of a vehicle, cost and availability of common carrier services, etc. Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost efficient or practical and approved in accordance with these regulations.

- Access the following link for comprehensive In-State and Out-of-State Rental information:
<https://www.doa.la.gov/oa/ost/transportation/ground-transportation/>
- Rentals should be used for trips 100 miles or more;
- Vehicle size reimbursement: Standard or Intermediate;
- Requires prior approval from Budget Unit Head – Receipts Required.
- No employee/traveler may purchase pre-paid fuel. Vehicle must be returned to rental facility with full tank of gas.
- **Gas purchased for rentals must be charged on T-Card.**
- Personal use of Rental Vehicle during travel for Official State Business is NOT allowed.

Vehicle Rental Size - Only the cost of a compact or intermediate model is reimbursable, unless:

1. Non-availability is documented; or

2. The vehicle will be used to transport more than two persons.

If an increased vehicle rental size is necessary, attach your **Vehicle Rental** form to your **Travel Expense Account** form. This is to be completed **prior** to your reservation. If prior approval is not given, cardholder will be responsible for reimbursing the T-Card Account the difference.

When traveling and a rental vehicle is utilized, the type of vehicle authorized to rent will be determined by party size / number of passengers. Travel party size of 1-2 shall utilize an economy, compact, intermediate, or standard vehicle; when a third person is traveling, a full-size sedan may be utilized; when 4 or more persons are traveling a mini-van or small SUV may be utilized.

Reservations should be made a minimum of 3 days in advance. If the rental company is not able to fulfill the reservation at the requested compact or intermediate size, an upgrade free of charge to the next smallest size and lowest price necessary to accommodate the number of persons traveling.

If staying at a designated conference hotel or the overflow hotel(s) you may not rent a rental vehicle unless prior approval is granted from the appropriate Vice President. Rental must be for official state business needs with supporting documentation maintained in the file.

Use of Motor Vehicle

All university employees that drive a motor vehicle as part of their employment and request reimbursement for authorized travel must take the driver safety course administered by the University Police Department and the Environmental Health & Safety Office.

No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having in his/her possession a valid U.S. driver's license. Safety restraints shall be used by the driver and passengers of vehicles. All accidents, major or minor, shall be reported first to the local police department or appropriate law enforcement agency. In addition, an accident report form, and questions about this should be addressed NSU Environmental Health and Safety Officer at (318) 357-4424

Operating a state-owned vehicle, state-rented vehicle or state leased vehicle or operating a non-state-owned vehicle for business while intoxicated as set forth in R.S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates the terms and conditions of use of said vehicle. In the event such operation results in the employee being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, such would constitute evidence of the employee:

1. Violating the terms and conditions of use of said vehicle
2. Violating the direction of his/her employer, and
3. Acting beyond the course and scope of his/her employment with the State of Louisiana.

Personal use of a state-owned, state-rented or state-leased vehicle is not permitted.

No person may be authorized to operate or travel in a state owned or rental vehicle unless that person is a classified or unclassified state officer or employee of the State of Louisiana and is deemed as an authorized traveler, on behalf of the State, from the appropriate Vice President to operate or travel in the vehicle on official State business only.

Any persons who are not official state employees (as defined above) must sign an **Acknowledgement of Non-State Employees Utilizing State Vehicles** (formerly "Hold Harmless Agreement") form, located at the Office of State Travel's website, <https://www.doa.la.gov/media/jcfji2il/nse-acknowledgement.pdf> prior to riding in a state-owned vehicle or rental vehicle on behalf of the State prior to travel dates.

Students not employed by the State shall not be authorized to drive state-owned or rented vehicles for use on official state business. A student may be deemed as an “authorized traveler” on behalf of the State by the appropriate Vice President or his designee. An authorized traveler can be reimbursed for their travel expenses. ***The Acknowledge of Non-State Employees Utilizing State Vehicles*** form acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel must be signed as part of the approval process. A file must be kept containing all of these approvals.

Persons operating a state-owned rental or personal vehicle on official state business would be completely responsible for all traffic, driving and parking violations received. This does not include state-owned or rental vehicle violations, i.e. inspection sticker, as the State and/or rental company would be liable for any cost associated with these types of violations.

State-Owned Vehicle

Travelers in state-owned automobiles who purchase needed fuel, repairs and equipment while on travel status shall make use of all fleet discount allowances and state bulk purchasing contracts where applicable. Reimbursements require a receipt and only regular unleaded gasoline, or diesel when applicable, must be used. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline is not necessary. If traveler utilizes anything other than regular unleaded gasoline unless vehicle requires diesel, or any other manufactory mandated grade, without justification and prior approval from the NSU appropriate Vice President, traveler must reimburse NSU the difference between what was paid and the state average gasoline rate. Each agency/department shall familiarize itself with the existence of the fuel/repair contract(s), terms and conditions as well as locations of vendors.

State-owned vehicles may be used for out-of-state travel only if permission of the appropriate Vice President has been given prior to departure. If a state-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the department’s travel reimbursement files. When the use of a state-owned vehicle has been approved by the appropriate Vice President for out-of-state travel for the traveler’s convenience;

Unauthorized persons should not be transported in state vehicles. Approval of exceptions to this policy may be made by the appropriate Vice President if he determines that the unauthorized person is part of the official state business and the best interest of the state will be served and the passenger (or passenger’s guardian) signs an ***Acknowledgement of Non-State Employees Utilizing State Vehicles*** (Formerly known as the “Hold Harmless Agreement”) form acknowledging the fact the state assumes no liability for any loss, injury, or death resulting from said travel.

NSU Motor Pool Vehicles

Contact NSU Motor Pool a 357-5296 for use of these vehicles

- **State Owned Vehicle:** there is only one State owned vehicle available (minivan) and the State’s Fueltrac Fuel Card is to be used for gas purchases (only regular unleaded gasoline should be used).
- **Enterprise vehicles for Employees/Travelers that do not possess a T-Card:** The Enterprise vehicles that are housed at NSU Motor Pool. The State’s Fueltrac fuel card is to be used for gas purchases (only regular unleaded gasoline should be used).

Trip Ticket

On occasion, a University employee will arrange authorized group travel, such as student field trips, where University vehicles are used, but a budget unit is not charged. In all such cases, the use of any University vehicle must be authorized through a ***Request for Authorized Travel***. The ***Request for Authorized Travel*** must state all agreed arrangements, including the party responsible for paying the University for the use of the vehicle. The **Trip Ticket** will be the basis for billing the

responsible party. The traveler should contact the Motor Pool to arrange to use a Motor Pool car. If a car is not available, the employee should contact Enterprise, Hertz, or National to secure a rental using one of the State of Louisiana Contracts.

Personal Reimbursements

(Those expenses not allowed on T-Card)

All claims for travel reimbursement shall be submitted on a Travel Expense Account Form. All Travel Expense Account Forms (TEAs) must include all travel details and be signed by the person claiming reimbursement, the budget unit head, and the next level approver. In all cases, the date and hour of departure and return to domicile must be shown along with each final destination throughout the trip clearly defined on the form. For every travel authorization request, the “purpose of the trip” for travel must be stated in the space provided on the front of the form.

Travelers should submit claims within 30 days of the travelers’ return date. If a travel reimbursement is less than \$25, it is recommended that the traveler wait until a minimum of \$25 is reimbursable to submit the request unless there is no travel scheduled for the traveler in the future.

Any person who submits a claim pursuant to these regulations and who willfully makes any claim which he/she does not believe to be true and correct or who willfully aids, procures, counsels, or advises the preparation of a false or fraudulent claim, shall be guilty of official misconduct. If a traveler receives an allowance or reimbursement by means of a false or fraudulent claim, the traveler(s) involved shall be subject to disciplinary actions.

Agencies shall review travel reimbursements to verify the documentation and complete processing within thirty (30) days of receiving the final reimbursement submission.

Mileage (Personal Vehicle)

Reimbursement from official domicile to area of travel based on most direct route while in a personally owned vehicle. Mileage shall be reimbursable on the basis of \$0.67 per the following:

NSU Employees shall be limited to a maximum of 200 miles of reimbursement per trip (currently \$134).

When trips exceed 200 miles, the employee shall utilize the university motor pool and / or rent a vehicle from Enterprise (State Contract). Employees can voluntarily elect to accept the 200-mile limit on personal vehicle reimbursement if they desire to take their personal vehicle on a trip that exceeds 200 miles.

Reimbursements must be based on the GSA rate for mileage. The current GSA mileage rate can be found here:

<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

Mileage shall be based on odometer readings from point of origin to point of return or by using a website mileage calculator or a published software package for calculating mileage such as Tripmaker, How Far Is It, MapQuest, etc. Employee is to print the page indicating a physical address, mileage and attach it with his/her ***Travel Expense Account***.

1. When two or more persons travel in the same personally owned vehicle, only one person will receive reimbursement for the trip. The person claiming reimbursement shall report the names of the other passengers.
2. At the discretion of the Appropriate Vice President, mileage to and from airport(s) may be allowed while on official state business. This approval may include reimbursement for an employee who is being dropped off and/or picked up from airports. Personal vehicle mileage reimbursements require an odometer reading or website mileage calculator.

3. If a traveler is requested to take his/her personally owned vehicle out-of-state for a purpose that will benefit the university, then the appropriate vice president may on a case-by-case basis, determine to pay a traveler for all or part of enroute travel expenses (for example – lodging, meals, and mileage) Documentation must be submitted with the Travel Expense Account form to show cost of saving justification as to why personal vehicle mileage, lodging, and meals while in transit were approved for out-of-state travel exceeding 99 miles.
4. An employee shall never receive any benefits from not living in his/her official domicile. In computing reimbursable mileage, while the employee is on official state travel status, to an authorized travel destination from an employee's residence outside the official domicile, the employee is always to claim the lesser of the miles from their official domicile or from their residence. If an employee is leaving on a non-work day or leaving significantly before or after work hours, the appropriate Vice President may determine to pay the actual mileage from the employee's residence.
5. The Approving Agent may approve an authorization for routine travel for an employee who must travel in the course of performing his/her duties; this may include domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance to infrequent or irregular meetings, etc. within the city limits where his/her office is located, the employee may be reimbursed for mileage at **\$0.67 cents per mile**.
6. Reimbursements will be allowed on the basis of **\$0.67** cents per mile, to travel between a common carrier/terminal and the employees point of departure, i.e. home, office, etc., whichever is appropriate and in the best interest of the state.
7. When the use of a private-owned vehicle has been approved by the appropriate Vice President for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for mileage on the basis of **\$0.67 cents per mile only for a maximum of 200 miles**.
8. In all cases, the traveler shall be required to pay all operating expenses for his/her personal vehicle including fuel, repairs, and insurance.
9. **EXCEPTIONS:** The only exemptions which would not require the Vice President's prior approval for actual mileage exceeding 99 miles is for:
 - a. Students who are traveling on a grant, scholarship, and any other occasion where the student's use of the personal vehicle is the best and/or only method of transportation available. Although the Commissioner's approval is not necessary, Vice President's approval is still required.

Meals

Meals are NOT allowed on the T-Card.

1. Meal rates are based on the GSA meal rates for the 48 contiguous states. The GSA meal rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 2. Alaska, Hawaii, and U.S. Territories shall follow the rates below:
 - a. Meals – Breakfast \$20, Lunch \$34, Dinner \$51
 - b. Incidentals - \$5 per day
 - c. First and Last day meal reimbursements shall not exceed \$82.50
 3. Meal rates include taxes and tips, travelers cannot be reimbursed separately for those items. Receipts are not required for meals within these rates unless a cash advance was received.
- Partial meals such as receptions, or airline meals are not considered meals.

NOTE: Continental breakfasts served by the conference are not reimbursable.

- **Official Domicile/Temporary Assignment** - Travelers are eligible to receive reimbursement for travel only when away from “official domicile”.

Single Day Travel

Meals are not eligible for reimbursement on single day travel. When an authorized traveler of the State is in travel status where no overnight stay is required, meals are not eligible for reimbursement. However, the Vice President is allowed to authorize single day meal reimbursements on a case-by-case basis or by types(s) of single day travel when it is determined to be in the best interest of the agency. In those cases, the agency must keep the approvals in the travel file and agencies are responsible for reporting the reimbursement as taxable wages to the traveler. Each Vice President is to determine whether the travel is best suited for single day or overnight.

If a Vice President determines that single day meals will be reimbursed, they must adhere to the following allowances: To receive meal reimbursements on single day travel, a traveler must be in travel status for more than 12 but less than 24 hours. Reimbursements for single day travel must not exceed 75 percent of the total M&IE rate for the applicable travel location meal rates. This rate is listed as the first and last day of travel on the M&IE rates page of the applicable location.

Meal Reimbursement for Travel with Over Night Stay

On the first and last travel day, employees are only eligible for 75 percent of the total M&IE rate for the applicable travel location. The Meals & Incidental Expense breakdown page has a table showing the calculated amount for the "First and Last Day of Travel."

Number of meals claimed must be shown on *Travel Expense Account*. For meal rates, the inclusion of suburbs will be set by tier pricing for that area.

Note: *If a meal is included in a conference schedule (including continental breakfasts), it is part of the registration fee, therefore, an employee cannot request/receive additional reimbursement for that meal.*

Meals with relative or friends may not be reimbursed.

Public Ground Transportation (Taxi, Shuttle, Bus, Subway, Uber/Lyft)

The cost of public ground transportations such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. See receipt requirements below.

- ***The cost of public ground transportation such as buses, subways, airport shuttles/limousines, ferries, tolls, and taxis are reimbursable when the expenses are incurred as part of approved State travel. Credit card fees charged by these services are now reimbursable.***
- When travelers utilize a free shuttle service, a \$5.00 tip may be allowed (no receipt is required). This is not an automatic tip reimbursement, as travelers must show proof that the service was utilized.
- Airport shuttle limousines, taxis and all other public transportation where a receipt is available, requires a receipt for reimbursements. A driver’s tip for shuttle/limousines and taxis may be given and must not exceed 20% of total charge. Amount of tip must be included on receipt received from driver/company.
- All other forms of public ground transportation, where a receipt is not possible and other than those listed above, are limited to \$10 per day without a receipt, claims in excess of \$10 per day requires a receipt.
- To assist NSU with verification of taxi fares, you may contact the taxi company for an estimate or visit sites such as taxifarefinder.com. An employee should always get approval, prior to a trip, if multiple taxis will be used; as it may be in Northwestern State University’s best interest to rent a vehicle versus reimbursement of multiple taxi expenses.

- If utilizing Uber or Lyft type services, only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicles size are not reimbursable. Any additional charges other than standard fare rates are not reimbursable (i.e. wait time fees). Travelers should utilize the most economic ground transportation without occurring additional markup fees.
 - a. Uber Black, Uber Black XL, and Uber Premier are not reimbursable
 - b. Lyft Lux, Lyft Lux Black, and Lyft Lux Black XL are not reimbursable
 - c. UberXL and Lyft XL are reimbursable with two or more passengers

Parking

- **Baton Rouge Airport**
 - The State has contracted rates for parking in the indoor parking garage and the outside fenced parking lot at the Baton Rouge Airport. The airport parking certificate and State Employee ID must be presented to receive the contract price. If the agency does not issue a State ID, the traveler will need a business card and a driver's license along with the certificate to be eligible for the state contracted rate. Receipts are required for reimbursement of the contracted rates listed in the resource section. The airport certificate may be found on the State Travel Office's website at: <https://www.doa.la.gov/doa/ost/parking/>
- **New Orleans Airport Parking –**
 - Travelers have the option to park at New Orleans Airport in the Surface Lot or the Airline Economy Garage. Receipts are required for reimbursement for the allowable rates listed in the resource section.
- **Other Parking; Ferry Fares and Road/Bridge Tolls**
 - For each transaction over \$5 – **Receipt Required**

Note: Parking when included on the hotel folio is allowed on the T-Card along with any applicable parking tax.

Miscellaneous Expense

Communication Expense – for Official State Business - All business communication costs may be reimbursed, receipts required.

1. Travelers with a state issued phone or receiving a monthly stipend are not allowed communication reimbursements for domestic travel.
2. State business communication costs may be reimbursed with receipts.
3. For international travel - up to \$10 for personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night, if the travel extends several days. International charges by mobile service providers may be reimbursed with receipts and justification of the business need. If travelers are reimbursed for international charges, the traveler is not allowed to receive an allowance for personal calls.
4. Internet access charges for official state business from hotels or other travel locations are reimbursable with receipts.

Tips

Tips are limited to a maximum of \$5 per day for all incidental tips during domestic travel. Incidental expenses are fees and tips given to porters, baggage carriers, and hotel staff. This amount is included in the GSA Maximum Meal and Incidental Rate (M&IE)

Luggage Allowance – Receipt Required

- Budget Unit Head approves reimbursement for the first checked bag for trip of 5 days or less and a second checked bag for trip of 6-10 days.
- Additional baggage if required by Budget Unit Head and prior approval is given in writing.

Laundry Services

- Employees on travel for more than seven days may be reimbursed, with Department Head or his/her designee prior approval, up to actual, but reasonable, costs incurred. Receipts are required for reimbursement.

Team and Group Travel Advance

Travel advance may be allowed for: meals, baggage, registration if needed. Advance of funds for travel may be approved for the employee/traveler who accompanies and/or is responsible for students or athletes.

Team/Group travel advances must be approved by:

- Athletics' Business Manager for Intercollegiate Athletics
- The appropriate Vice President for other teams/groups

If any employee/traveler refuses to complete the repayment they are subject to Recoupment of Overpayments to Employees found in the Personnel Section of the Business Affairs Policy and Procedure User Guides.

Travel advances that are not cleared (repaid) no later than the fifteenth day following the completion of travel are considered to be stale. It is your responsibility to clear your travel advances timely. If you do not clear your travel advances timely, you could be prohibited from being allowed to receive travel advances.

The following procedures outline the process for requesting team and group travel advances:

Travel Advance Processing

1. Employee/traveler prepares a ***Travel Advance Agreement, Accounts Payable Voucher, Request for Authorized Travel*** and memo requesting students be put into travel status (all signed by the Budget Unit Head) forwarding said documents to Business Affairs/Travel.
2. Travel Section reviews and approves ***Travel Advance Agreement, Accounts Payable Voucher, Request for Authorized Travel*** for the Travel Advance check.
3. The ***Accounts Payable Voucher*** will be routed to Accounts Payable for processing the check advance.
4. Travel check is sent to Accounting and Reporting for pick up. Accounting and Reporting notifies employee/department that check is ready to be picked up. Employee/Traveler or Departmental Representative must sign for the check to be released.
5. The employee/traveler completes a ***Travel Expense Account*** document to clear the Travel Advance. All original and itemized receipts and ***Student Team and Group Travel Roster*** justifying expenses are attached to the ***Travel Expense Account*** and forwarded to Business Affairs/Travel **no later than the fifteenth day following the completion of travel.**
6. Travel Section prepares a Journal Entry Voucher, attaches it to the ***Travel Expense Account*** and supporting documents, forwarding them to Data Entry to clear the travel advance. If advance was more than the actual

expenses, employee/traveler will be notified to deposit balance at the Cashier's Office. This money will be deposited into the Fund where Accounts Payable Voucher was charged and Account (101379).

Refund of Team/Group Travel Advances

1. If a travel advance is obtained and the trip for which the advance is made is not taken, the advance must be repaid immediately. If the trip is postponed, the advance must be repaid, and a new advance must be processed. Employee/traveler must return check to Business Affairs/Travel to be voided.
2. Business Affairs/Travel sends a written notice to any employee/traveler with an outstanding travel advance over 15 days beyond the indicated completion date of the trip notifying them that the **Travel Expense Account** document must be submitted, or the advance repaid, immediately. Please note that all travel advances should be cleared by June 30 of each fiscal year.
3. Tips for athletic group meals should not exceed 20% and requires proof of payment. Proof of payment includes being machine-printed on the receipt or bank backup showing the actual charge. A handwritten tip on a receipt alone is not sufficient support.

International Travel

International travel **and travel to U.S. Territories** must be approved by the NSU President in writing prior to departure. Requests for approval must be accompanied by a detailed account of expected expenditures (such as room rate, date, meals, local transportation, etc.), and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans, regardless of type of reimbursement requested.

International travelers will be reimbursed based on the U.S. Department of State per diem rates for meals and lodging.

- U.S. Department of State Per Diem Rates - https://aoprals.state.gov/web920/per_diem.asp
- U.S. Department of State Meal Per Diem Breakdown - https://aoprals.state.gov/content.asp?content_id=114&menu_id=75

Required Documents attached to International Travel Expense Account:

- International travel letter signed by President
- A printout of the daily currency exchange rate
- Itemized hotel receipt
- Bank statement/printout/screenshot showing actual charges applied to personal card for non-meal expenses.

Incidentals for international travel cannot exceed the listed allowance issued by the U.S. Department of State.

1. *Incidentals for international travel are reimbursable at \$5 per day without receipts.*
2. *Incidentals exceeding \$5 require receipts and/or supporting documentation. (Not to exceed U.S. Department of State Allowance)*
3. *Incidental expenses are fees and tips given to porters, baggage carriers, and hotel staff.*

International Group Travel with Students

The following addresses international travel procurement of all-inclusive group tour packages (air fare, hotel accommodations, meals and tours) for NSU students enrolled in courses for credit.

Per Division of Administration/State Travel, it is permissible to contract directly with an international travel vendor since the travel package is unique in that tours and meals are a part of the total price per person. The state's travel contractors do not

provide tour packages for this type of group travel. Also, the students are paying for the trip and not with funding from NSU's budget. Posting of a bid package and advertisement on the State Purchasing web are not required. However, every attempt must be made to obtain the best bid responses when feasible.

Therefore, each request for international group travel for the instructor and their students must have the following prior approved documents. These documents must be submitted to NSU Director of Purchasing, Business Affairs the semester prior to the scheduled trip:

1. A letter addressed to NSU President, approving international group travel. The letter must state all detailed information relating to the international group travel, i.e., dates, destination, cost per student, and an attached list of students enrolled in the course for credit, etc. Site the University's obligation to follow all state travel rules and regulations according to PPM49 and that adequate insurance coverage is procured for each student. See *International Travel Example Letter*.
2. A memo addressed to the Director of Purchasing, signed by the instructor, stating why the requested vendor is the Sole Source that can provide the international group travel package required. The Sole Source memo along with any original signed bid(s) obtained by the instructor must be submitted to Business Affairs – Purchasing for review and approval. Should a bid include a "free" trip as part of the package price per participant, it would go to the university, and the university could then use it to send a faculty member as the university's representative since the course being offered is for credit.

NOTE: All correspondence will be documented and detailed in NSU's Sole Source Report to the Division of Administration, State Purchasing Office.

Communicable Disease Expenses

The President or his designee may approve a traveler's reimbursement request for a communicable disease test if the employee will be traveling on official state business. Receipts are required to be reimbursed. Hotel, meals, and internet expenses are allowed to be reimbursed per the published PPM49 tier rates when quarantine is required for a certain period.

NSU Hosted Conferences (Both In-State and Out-of-State)

State sponsored Conferences: An agency must solicit three (3) bona fide competitive quotes in accordance with the Governor's Executive Order for Small Purchase.

Attendee Verification: All state sponsored conferences must have a sign-in sheet or some type of attendee acknowledgment for justification of number of meals ordered and charged.

Conference Lunch Rate: Lunch directly billed to an agency in conjunction with a state sponsored conference shall not exceed the combined breakfast and lunch rates of the conference location. Any gratuity not required by the caterer must not exceed 20% of the total meal cost.

For example – If the GSA meal rates for New Orleans are \$17 for breakfast and \$18 for lunch, the conference lunch rate will be \$35.

Breakfast and dinner require approval from the President.

Conference Refreshment Allowance: Cost for break allowances for meeting, conference or convention are to be within the following rates. Refreshments shall not exceed \$5.50 per person, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.

Conference Lodging Allowances: Conference lodging rates should be within the published lodging rates for the conference location but cannot exceed 50% over the published rate without prior approval from the Commissioner of Administration.

Personal Excursions While in Travel Status

Personal excursions in State-owned and rental vehicles are prohibited. Personal excursions while in travel status are not recommended.

You will have to take appropriate leave for the travel time in excess of the most direct route to and from your destination and the time while on your personal excursion.

For air or other mode of transportation, you must pay any additional cost incurred due to your personal excursion and take the appropriate leave while traveling to and from your destination and while you engage in your personal excursion.

Special Meals

Note: Not processed on a Travel Expense Account. Process an online purchase requisition "Special Meals" PO Type

Special meals should not be served at brief meetings, particularly meetings that could be scheduled at time other than meal times.

Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the state to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source. Requests should be within reason and may include tax and tips. Itemized receipts are required.

Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the state. This explicitly does not include normal visits, meetings, reviews, etc., by federal or local representatives.

Extraordinary situations are when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hours on a weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).

Budget Unit Head may authorize a special meal within allowable rates listed under Meals Tier II, plus 25% if approved by appropriate Vice President, to be served in conjunction with a working meeting of departmental staff (sign-in sheet required). Reasonable delivery fee and tip may be allowed if ordered from an outside vendor. Tip should never exceed 20%.

The Travel Department will report on a quarterly basis to the ULS System Office all special meal reimbursements made during the previous three months. For Higher Education, these reports should be sent to the respective Institution of Higher Education management board. These reports must include, for each special meal, the name and title of the person receiving reimbursement, the name and title of each recipient, the cost of each meal and an explanation as to why the meal was in the best interest of the state. Renewal of such delegation will depend upon a review of all special meals authorized and paid during the period.

Resources

State Travel Website

Travel.LA.Gov

GSA Per Diem Website

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Department of State Foreign Per Diem Website

https://aoprals.state.gov/web920/per_diem.asp

Christopherson Business Travel

Toll Free: 800-961-0720

Direct: 205-874-8538

Hours: 7:00 AM - 8:00 PM CT, Monday – Friday Email:

statela@cbtravel.com (State Advisor Team)

Email: statelauniv@cbtravel.com (University Advisor Team)

Agent Assisted Bookings (Non-Refundable)

\$24.00 per domestic ticket

\$31.00 per international ticket

\$21.00 per domestic ticket for 10 or more people on the same itinerary plus tax

\$29.00 per international ticket for 10 or more people on the same itinerary plus tax

Online Booking (Non-Refundable)

\$7.00 per domestic or international ticket

After hours service for emergency use only

After 5 p.m. and on weekends: 800-961-0720

Create a travel profile: <https://legacy.cbtravel.com/business/profile/stateofla/>

Christopherson Business Travel Login: <https://app.cbtravel.com/> (click on AirPortalLogin if you've already created a profile)

State Travel Link: <https://www.doa.la.gov/doa/ost/travel-agency/>

Motor Coach Travel

STM Driven

Direct: 319-433-0851

Mobile: 773-766-8123

Email: ngyllin@STMDriven.com

HotelPlanner

Pat Smith

Direct: 713-805-1395

Email: Pat.Smith@HotelPlanner.com

Parking Rates

Baton Rouge Airport: \$4.50 per day for parking in the indoor/outdoor garage or lot.

New Orleans Airport: Airport Surface Lot: \$18.00 per day

Airline Economy Garage: \$12.00 per day US Park: \$14.00 per day plus tax

Enterprise and National Rental Rates

State Travel Ground Transportation Webpage: <https://www.doa.la.gov/dao/ost/transportation/ground-transportation/>



NASPO Program Summary - Base

State of Louisiana

Vehicle Class*	Daily Rate	Airport One-Way Daily Rate
Economy	\$36.38	\$87.15
Compact	\$36.38	\$87.15
Intermediate	\$38.30	\$87.15
Standard	\$38.30	\$87.15
Full Size	\$41.34	\$87.15
Premium	\$90.41	\$135.45
Minivan	\$71.66	\$152.25
Midsize/Standard SUV	\$68.36	\$152.25
Full Size SUV	\$94.82	\$173.25
Premium SUV	\$94.82	\$173.25
Small Pick-Up Truck	\$77.18	\$152.25
Large Pick-Up Truck	\$82.69	N/A
Cargo Van/HD Cargo Van	\$102.38	N/A
HD XL/Mini Cargo Van	\$110.25	N/A
Compact/Intermediate Hybrid	\$54.02	\$135.45
Full Size Hybrid	\$59.54	\$135.45
Jeep/Crossover	\$71.66	N/A
Convertible	\$90.41	N/A
12 Passenger Van†	\$134.51	N/A
15 Passenger Van†	\$154.35	N/A

City Surcharges**

Applies to Airport Locations

\$3.00: Richmond, VA

\$5.00: Augusta, GA; Harrisburg, PA; Phoenix; Sacramento; Scranton, PA; State of IL (excl. Chicago); State of TN (excl. Nashville); State of SC (excl. Myrtle Beach); State of Wisconsin; Rochester; Buffalo; Syracuse

\$7.00: Albany; Westchester (HPN); Stewart (SWF); Islip (ISP); Burlington (BTU)

\$10.00: State of Alaska; Atlanta; Burbank; Hawaii Airports; Jackson, WY; John Wayne Airport (SNA); Los Angeles area (excl. LAX); Minneapolis/St. Paul; Monterey; Nashville; Oakland; Pittsburgh; Providence; Commonwealth of Puerto Rico; Rapid City; San Diego; San Francisco (incl. the convention center); San Jose; State of Texas

\$12.00: Baltimore; Boston; Detroit; Philadelphia; Washington, DC

\$15.00: Chicago; Los Angeles International Airport (LAX); Newark (EWR)

\$23.00: LaGuardia (LGA); Kennedy (JFK)

Applies to Home City Locations

\$7.00: Long Island Metro; Westchester Metro (incl. Greenwich & Stamford CT); Burlington Metro (VT)

\$10.00: State of Alaska; Commonwealth of Puerto Rico; Boston Home City; Bemidji & Moorhead, MN; State of Nebraska (excl. Omaha & Lincoln) State of Wyoming (excl. Cheyenne, Laramie, & Jackson); San Francisco Downtown

\$12.00: Washington DC area

\$15.00: Chicago Home City; Hawaii Home City

\$23.00: NYC Boroughs (Bronx, Brooklyn, Manhattan, Queens, and Stanton Island)

Emerald Club program

One Club – Two Brands. Emerald Club members enjoy many benefits while renting across Enterprise and National's nationwide rental network.

Terms & Conditions

Protection Products: Damage Waiver includes Full DW (\$0 Deductible); Liability includes Combined Single Limit of \$1,000,000.

Multiplier Discount: Weekly rentals are charged **5** times the Daily Rate; Monthly rentals are charged **20** times the Daily Rate.

Rental Mileage Allowance: All vehicle classes listed above include **Unlimited** free miles per rental.

National Brand One-Way Mileage Charge All vehicle classes listed above include **Unlimited** free miles.

Home City One-Way Rentals: In State Home-City Locations have an Additional **\$0** drop fee for One-Way Rentals. Out of State Home-City Locations have an Additional **\$125.00** drop fee for One-Way Rentals.

Young Renter: Fee will be waived for Eligible Renters who are eighteen (18) to twenty-four (24) years old renting for Business use.

Rental Age Requirements: Renters must be 18 years of age to rent most vehicle classes except for the following: renters of 12/15 passenger vans must be 25 or older to rent, and renters with 10 or more passengers must be 21 or older to rent

Miscellaneous: Additional Eligible Renter Fee will be waived; Additional Roadside Protection can be purchased for a cost of **\$5.99/day**.

*Location-based restrictions or additional requirements may apply. Please refer to agreement for full details.

**Additional seasonal surcharges may apply in select markets.

†Additional requirements, including but not limited to additional terms and conditions, shall apply to the rental of these classes of vehicles.

Hertz Rental Rates

<u>Vehicle Type</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Monthly Rate</u>
Sedans			
Economy/Compact	\$31.00	\$155.00	\$620.00
Intermediate/Standard	\$33.00	\$165.00	\$660.00
Full Size	\$36.00	\$180.00	\$720.00
Passenger Vans			
Mini Van	\$54.00	\$270.00	\$1,080.00
12 Passenger	\$95.00	\$475.00	\$1,900.00
SUV's			
Mid/Standard SUV	\$54.75	\$273.75	\$1,095.00
Full Size / Premium SUV	\$84.50	\$422.50	\$1,690.00
Pick- Up Truck's			
Small Pick Up Truck	\$57.50	\$287.50	\$1,150.00
Large Pick Up Truck	\$59.00	\$295.00	\$1,180.00
Other Class's Offered			
Premium	\$60.00	\$300.00	\$1,200.00
Jeep/ Crossover	Not Available	Not Available	Not Available
Convertible	Not Available	Not Available	Not Available
Compact Hybrid	Not Available	Not Available	Not Available
Intermediate Hybrid	\$45.00	\$225.00	\$900.00
Full Size Hybrid	Not Available	Not Available	Not Available
15 Passenger Van	Not Available	Not Available	Not Available
Electrical Vehicle	\$85.00	\$425.00	\$1,700.00

Hertz Surcharges

<u>State</u>	<u>City</u>	<u>Amount Per Day</u>
California	Burbank (Airport)	\$3.00
	John Wayne (Airport)	\$3.00
	Oakland (Airport)	\$3.00
	San Jose (Airport)	\$3.00
	San Luis Obispo	\$13.00
District of Columbia (DC)	Washington	\$8.00
Illinois	Chicago	\$8.00
Massachusetts	Boston	\$8.00
Michigan	Detroit	\$8.00
Montana	Missoula	\$6.00
	Butte	\$10.00
New Jersey	Newark	\$19.00
New York	JFK, LGA, Manhattan	\$29.00
Oregon	Bend	\$10.00
	Klamath Falls	\$10.00
	Pendleton and Sun River	\$10.00
Pennsylvania	Philadelphia	\$8.00

Hertz Licensee Surcharges

<u>State</u>	<u>City</u>	<u>Amount per Day</u>
Alabama	Huntsville Airport, Huntsville South, Madison	\$15.00
Arkansas	Bentonville, Bentonville (HLE) Texarkana Little Rock	\$15.00 \$12.00
California	San Luis Obispo	\$12.00
Georgia	Brunswick	\$8.00
Idaho	Boise, Idaho Falls, Lewiston	\$15.00
	Hayden Lake (Aviation)	\$8.00
	Sun Valley	\$12.00
Kentucky	Paducah	\$12.00
Louisiana	Monroe (92540-01)	\$15.00
Minnesota	Duluth	\$12.00
Mississippi	Columbus	15.00
Montana	Billings, Helena	\$15.00
	Bozeman, Great Falls	\$12.00
	Kalispell	\$8.00
New Mexico	Roswell	\$12.00
New York	Ithaca	\$12.00
North Dakota	Bismarck, Fargo, Grand Forks, Minot, and Williston	\$15.00
	Dickson	\$12.00
Ohio	Columbus AP (Airport)	\$12.00
	Dayton and Vandalia	\$8.00
Oregon	Medford and Redmond	\$8.00
Pennsylvania	Erie	\$15.00
	Latrobe, Williamsport	\$8.00
	State Collage and State College HLE	\$12.00
South Dakota	Aberdeen and Rapid City	\$12.00
	Sioux Falls	\$15.00
Washington State	Pasco	\$8.00
	Pullman	\$15.00
	Spokane	\$12.00
Wisconsin	Appleton and Green Bay	\$15.00
Wyoming	Casper, Cody, Gillette and Jackson	\$12.00

- **There may be additional charges as listed in the NASPO Master Agreement, if applicable to the Request for Services.**

Sufficient Backup Documentation

A Request for Authorized Travel and a Travel Expense Account Form is required for all travel.

Personal Reimbursement Requirements

Mileage

- Odometer Reading/Map
- Conference flyer/agenda/invite if conference travel

Meals

- Conference flyer/agenda/invite if conference travel
- GSA Print for Rates Requested

Parking/Tolls

- Original Receipts

Non-T-Card Hotel

- Proof of Conference Hotel Rate or GSA Rate Requested
- Room Roster (If Student Group Travel)

Non-T-Card Registration

- Paid Registration Receipt
- If student group travel a list of all registrations purchased with CWIDs must be included

T-Card Requirements (Must also upload to Works)

Flight

- Paid invoice from Christopherson Business Travel
- Conference flyer/agenda/invite if conference travel

Hotel

- Zero balance hotel folio
- Conference flyer/agenda/invite if conference travel
- Proof of negotiated conference rate or GSA Print for rates requested
- Room Roster (If student group travel)

Registration

- Paid Registration Receipt
- Conference flyer/agenda/invite
- If student group travel a list of all registrations purchased with CWIDs must be included

Rental Vehicle

- Zero balance Receipt from Enterprise (Rental Agreement Summary is not a receipt)
- If a vehicle over standard/intermediate size is requested a list of passengers must be provided

Rental Fuel

- Original Receipts

Advance Requirements

Within 15 days of the trip ending, the following documents should be submitted to Business Affairs/Travel:

- Original Travel Roster (signed by students if cash disbursed)
- Original receipts
- Travel Expense Account Form

Supporting Documents and Forms

- [1. Request for Authorized Travel](#)
- [2. Complimentary Admission, Lodging, and/or Transportation Disclosure Statement](#)
- [3. Request for Use of CBA \(Airfare\)](#)
- [4. Request for Use of CBA \(Hotel\)](#)
- [5. Sample International Letter](#)
- [6. Student Team & Group Travel Roster](#)
- [7. Travel Advance Agreement](#)
- [8. Travel Card Disputed Item Form](#)
- [9. Travel Card Missing Receipt](#)
- [10. Travel Card Reconciliation Log](#)
- [11. Travel Expense Account](#)
- [11a. Travel Expense Account Continuation](#)
- [12. Travel Cardholder Enrollment Form](#)
- [13. Travel Cardholder Agreement Form](#)
- [14. Travel Approver Agreement Form](#)
- [15. Vehicle Rental](#)
- [16. Acknowledgement of Non-State Employees Utilizing State Vehicles](#)
- [17. Vendor Create/Modification Form](#)

NOTE: Supporting Documents can also be found on the Business Affairs – Travel website, listed under the [Travel User Documents](#).