Business Affairs / Travel
New Traveler Information

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.

Methods of Payment

Personal Reimbursement: Traveler pays with personal credit card and requests reimbursement using a Travel Expense Account Form.

Check to Vendor: Request a check payable to the vendor using a Travel Expense Account Form.

T-Card: Credit cards issued in a State of Louisiana employee's name used for specific, higher cost official business travel expenses. **Only an established T-Card Approver can recommend you enroll in the T-Card Program.**

CBA: Credit account issued in an agency's name (no plastic card issued). The CBA account is controlled by the President's Office to provide a means to purchase airfare and lodging only.

Personal Reimbursement	T-Card (Mandatory)
• Hotel • Conference Registration • Hotel Parking • Meals • Mileage (200 Miles Max) • Uber/Lyft/Taxi • Luggage • Parking	• Hotel • Airfare (Through State Contract Only) • Conference Registration • Enterprise Rental Car • Gas for Rental Car • Tolls for Rental Car • Hotel Parking • Pre-Paid Shuttle
Check to Vendor	**CBA (Faculty/Employees who do not possess a T-Card)**
• Conference Registration	• Hotel • Airfare (Through State Contract Only)

For more information, please visit https://www.nsula.edu/businessaffairs/travel/ , or contact your department's administrative assistant.

Jennifer Breedlove — breedlovej@nsula.edu
Stephanie Cormane — travel@nsula.edu

134 St. Denis Hall – 200 Sam Sibley Drive