NSULA TRAVEL PROCEDURES:

Internal Travel Procedures

Effective July 1, 2026

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INTRODUCTION

The NSULA Travel Procedures document is intended to be used in conjunction with the NSULA Travel Policy and NSULA Travel Card Policy. This document provides procedural guidance, documentation requirements, and processing instructions for official university travel, travel card transactions, travel reimbursements, and related travel expenses.

These procedures are designed to support compliance with applicable State of Louisiana travel regulations, university policies, and internal business processes.

For questions regarding travel procedures or travel-related expenses, please contact Business Affairs/Travel.

I. T-CARD ENROLLMENT PROCESS

1. Cardholder Enrollment Form:
    a. Complete the official application for requesting a State Liability Travel Card.
    b. Complete document in its entirety
    c. Required signatures by Employee/Cardholder; Approving Agent; and Vice President
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 titled "OST Statewide Card Policy Training", 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. Signatures of Applicant and Approver are 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 Internal 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.

II. 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.

II.1 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 "OST Statewide Card Policy Training", 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 Internal 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)

II.2 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 "OST Statewide Card Policy Training", receiving a passing grade of at least 90 to possess a State of Louisiana T-Card.
   b. If you are an Approver and a Cardholder, you only need to take the training once.
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 Agreement Forms. The Moodle and LEO training will only need to be completed once.

III. 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).

The Request for Authorized Travel should be completed in its entirety including an estimate of expenses. Adjustments after approval is given are only needed if the travel dates or travelers change.

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.

IV. PAYMENT DOCUMENTS

A completed and signed Request for Authorized Travel is required to be submitted with ***each*** payment document.

IV. 1 Travel Expense Account Form

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.

Travel Expense Account Forms are check requests. You cannot request multiple entities be paid with one check so separate forms should be completed for personal reimbursement, T-Card expenses, and checks to vendors and only include the items being paid to that entity.

T-Card Expenses

Cardholder submits a Travel Expense Account form with original receipts within 10 days of the charge being made:

- Complete with all necessary information pertaining to T-Card expenses including but not limited to:
    - T-Card Vendor Number 200000000
    - Dates of travel
    - Purpose of Travel
    - Destination
    - Charges being submitted for processing
    - Budget Unit Index
    - Required signatures
- Attach original itemized receipts and supporting documents.
- Required signatures are: Traveler, Budget Unit Head, Approver, next level approver if applicable, name of the person that prepared the document and a contact phone number.
- Forward to Business Affair/Travel.

The 10 day submission grace period may be shortened during the month of June to ensure all documentation is processed prior to fiscal year close.

Allowable T-Card Transactions

- Flight booked through Christopherson Business Travel
- Hotel
- Rental Vehicle
- Fuel for Rental Vehicle
- Conference Registration
- Pre-paid Shuttle

Personal Reimbursements

Traveler/Employee submits a Travel Expense Account form within 30 days of return from trip. Travel Expense Account Forms submitted after 30 days of trip return require justification with VP approval.

- Complete with all necessary information pertaining to personal expenses.
    - CWID Number
    - Dates of travel
    - Purpose of Travel
    - Destination
    - Reimbursements being requested
    - Budget Unit Index
    - Required signatures
- Attach original itemized receipts and supporting documents.
- Must have signatures of Traveler, Budget Unit Head, Approver, name of the person that prepared the document and a contact phone number.

There is no allowance for reimbursement of missing receipts. Original physical receipts are required for the following:

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

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.

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

Personal Reimbursement Expenses:

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

Check to Vendor

The Travel Expense Account form can be used to process a payment to a vendor for a conference registration or other travel expense.

- Complete with all necessary information pertaining to personal expenses.
    - Vendor Number or One-Time Vendor
    - Dates of travel
    - Purpose of Travel
    - Destination
    - Invoice Amount
    - Budget Unit Index
    - Required signatures
- Attach original invoice and supporting documents.
- Must have signatures of Requestor as the payee, Budget Unit Head, Approver, name of the person that prepared the document and a contact phone number.

IV. 2 CBA Request Form

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:

- Step 1
    - Contact the hotel and tell them you will be booking with the University's CBA (aka Ghost Card)
    - They will provide the following
        - Proforma Invoice/Detailed Reservation Confirmation
        - Hotel's Credit Card Authorization form
- Step 2
    - Complete NSU's Request for Use of CBA (Hotel)
        - This is signed by the Requestor and Budget Unit Head
- Step 3

- Submit to Business Affairs/Travel the following:
    - Signed Request for Use of CBA
    - Proforma Invoice/Detailed Reservation Confirmation
    - Hotel's Credit Card Authorization form
    - If receiving the negotiated conference rate, please provide proof of the negotiated rate
- Step 4
  - After trip, submit zero-balance folio to Business Affairs/Travel office.

CBA for Airfare:

It is MANDATORY to book flights through Christopherson Business Travel.

Booking on-line:

An Agent fee of $7.00 will be charged. Once airfare is booked, Christopherson Business Travel will email you an itinerary confirmation.

- Step 1
  - Log in to your account with Christopherson Business Travel;
  - Search and select the flight that best matches your travel needs
  - Under "Flight Payment", "NORTHWESTERN STATE UNIVERSITY CENTRAL BILLED ACCOUNT".
- Step 2
  - Complete NSU's Request for Use of CBA (Airfare)
  - This is signed by the Requestor and Budget Unit Head
- Step 3
  - Submit to Business Affairs/Travel the following:
  - Signed Request for Use of CBA
- Step 4
  - Christopherson Business Travel will email the requested flight to Travel and the CBA holder for approval. Once funding the funds are confirmed to be available the CBA request form will be signed by Travel and forwarded to the CBA holder where it is then approved. You will receive a confirmation email from Christopherson once it has been approved.

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.

- Step 1
  - 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.
- Step 2
  - Complete NSU's Request for Use of CBA (Airfare)
  - This is signed by the Requestor and Budget Unit Head
- Step 3
  - Submit to Business Affairs/Travel the following:
  - Signed Request for Use of CBA
- Step 4
  - Christopherson Business Travel will email the requested flight to Travel and the CBA holder for approval. Once funding the funds are confirmed to be available the CBA request form will be

signed by Travel and forwarded to the CBA holder where it is then approved. You will receive a confirmation email from Christopherson once it has been approved.

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.

V. SUPPORTING DOCUMENTATION REQUIREMENTS

V.1 Personal Reimbursement Documentation

Mileage

- Request for Authorized Travel
- Odometer Reading/Map
- Conference flyer/agenda/invite if conference travel

Meals

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

Parking/Tolls

- Request for Authorized Travel
- Original Receipts

Non-T-Card Hotel

- Request for Authorized Travel
- Proof of Conference Hotel Rate or overage approval if needed
- Room Roster (If student/group travel)

Non-T-Card Registration

- Request for Authorized Travel
- Paid Registration Receipt
- If student/group travel a list of all registrations purchased with CWIDs must be included

V.2 T-Card Documentation Requirements

Must be attached to transactions in Works

Flight

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

Hotel

- Request for Authorized Travel

- 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

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

Rental Vehicle

- Request for Authorized Travel
- Zero balance receipt (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

- Request for Authorized Travel
- Original Receipts
- Proof of rental

V.3 Works Documentation Requirements

Cardholders must reconcile all transactions in Works®.

- Invoices/receipts must meet the following minimum requirements:
  - Complete Supplier Information (name, location)
  - Date of Purchase
  - Description (a receipt description which only states “Miscellaneous”, “Merchandise”, or only includes a vendor’s stock or item number, is not acceptable).
  - Unit price and quantity
  - Transaction total
- Cardholders must enter a line-item description for each transaction. Comments should include the purpose of the purchase, for whom it was made, and other relevant information to allow outside parties to determine whether the expense was business-related.
- Cardholders must upload and attach a copy of the invoice or receipt, along with any supporting documentation, to the applicable single transaction in Works®. Attachments must meet the following requirements:
  - Be a PDF document
  - Be legible (e.g. not too dark, not too light)
  - Contain copies of all pages of invoices or other documents.

VI. TRAVEL ADVANCE PROCESS

Refund of Team/Group Travel Advances

Travel Advances are used for Athletic purposes and Student Group Travel.

- Complete the following and submit to Business Affairs/Travel 2 weeks prior to date of trip:

    - Travel Advance Agreement
    - Direct Pay Voucher
    - Request for Authorized Travel
- Business Affairs will contact the payee once the check is available for pick up. Employee/Traveler or Departmental Representative must sign for the check to be released.
- Within 10 days of the trip ending, the following documents should be submitted to Business Affairs/Travel:
    - Travel Expense Account form for total paid by Advance funds
    - Request for Authorized Travel
    - Original Roster (Signed by students if cash disbursed)
    - Original receipts if cash not disbursed directly to students.
- 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 responsible for depositing the unused/non-approved balance at the Cashier's Office.
    - If the expenses were more than the advance the overage amount will be refunded to the Advance payee.

VII. INTERNATIONAL TRAVEL REQUIREMENTS

VII. 1 Pre-Travel Documents

- International Travel Letter approved by the President which should include
    - Travel Dates
    - Destination
    - Name and CWID of all travelers
    - Purpose of trip and its benefit to the university
    - Estimated cost breakdown
    - Funding source
- Request for Authorized Travel

VII. 2 Post-Travel Documents to be Submitted

- Travel Expense Account form(s)
- Request for Authorized Travel
- Approved International Travel Letter
- Bank Backup for Personal Reimbursements
- Missing Receipt Form for International Transaction Fees charged to T-Card

VII. COMPLIANCE WITH PROCEDURES

These procedures are intended to promote consistency, accountability, and compliance with applicable State of Louisiana travel regulations and University policies. All individuals involved in the travel process are expected to follow the requirements contained herein and to submit complete and accurate documentation in support of travel-related expenses.

For assistance with travel procedures or documentation requirements, contact Business Affairs/Travel.

Business Affairs/Travel: travel@nsula.edu P 318-357-4384