**Travel**

A Subsidy of Supply Chain Management

Before making any travel arrangements for a business trip, you should speak with the administration staff (i.e., business manager, assistant business manager, coordinator, etc.) within your department. The administrative staff will be able to assist you in properly completing the institution’s travel prior approval form. This form will allow you to request and obtain approval from the department head for business travel as well as approval of estimated travel expenses.

The *Louisiana State Employees Pocket Guide to Travel Regulations* is updated every fiscal year to assist employees with the state travel regulations. It is a great reference tool to assist all employees with their travel needs.

Upon return to the office from your business trip you must submit all original receipts to the administrative staff within your department so that a travel voucher can be prepared for your review and signature.

**Contracted State Travel Agency**

Carlson Wagonlit Travel is the contracted travel agency for all state employees. All airline tickets **MUST** be purchased through this travel agency. Purchase of the “lowest logical airfares” is strongly encouraged. If you find a lower airfare on-line, you should give this information to the state travel agency. If there is seat/fare available on the flight, the lower fare should be honored by the state travel agency.

**Carlson Wagonlit Travel (New Orleans Office)**

**504-565-5145 or (888) 239-1755**

**fax: (504) 523-1302**

**E-mail:** **Information@LATravel.com**

RESX is Carlson Wagonlit Travel’s online self booking reservation system that is available to travelers 24 hours a day. To access RESX, please go to the following link: [www.resx.com/login/navigant](http://www.resx.com/login/navigant) Instructions for the online self booking reservation system are attached.

**Corporate Travel Card (Visa Travel Card)**

The State of Louisiana has contracted with Bank of America to issue Visa travel cards for state employees. The Visa travel card is your personal liability and is to be used for official business travel and is not intended to be a substitute for your personal credit card. You may use the Visa travel card to pay for conference registration fees, hotels, meals, airfare, etc. You must use the Visa travel card to purchase state contracted airfares from the state travel agency. It is your responsibility to pay all charges listed on the monthly billing statement and to submit travel receipts for reimbursement purposes (in accordance with our institutional travel policies). If you are interested in applying for the corporate travel card, an application can be found at the following link:

<https://www.lsuhsc.edu/no/administration/supplychain/Forms/VISA%20Application%20Form%20for%20Corporate%20Travel%20CardVersion2.pdf>

**Controlled Billing Account (CBA)**

The requirement for purchasing state contracted airfare is through a corporate travel card or a corporate billing account (CBA). A CBA is a credit card which is held by the dean’s office used to purchase state contracted airfare from the state travel agency for employees who do not have a corporate travel card. The dean’s office will also use the CBA to purchase airline tickets for students. In both cases, an institutional travel prior approval form must be completed; the state travel agency should be contacted for a fare and both documents should be presented to the administrative staff within your department. Upon approval of the trip by the department head, the administrative staff will take the necessary steps in which to have the airline ticket purchased for you.

**Travel Advances**

In accordance with PM-13, “University Travel Regulations” travel advances may be allowed for:

1. Graduate student employees on business for the university.
2. Employees who applied for the corporate travel credit card, but were rejected.
3. Employees who accompany and/or responsible for students on group or client travel.
4. New employees who have not had time to apply for and receive the corporate travel card.
5. Lodging costs for employees traveling for an extended period (defined as over 30 days).

PM-13, “University Travel Regulations” also states that in the event an employee pays for travel expenses using personal funds 30 or more days in advance of travel dates, a travel advance may be provided for the following:

1. Advance airline ticket purchases (over 30 days).
2. Registrations for conferences, seminars and/or conventions.
3. Hotel lodging if required to be paid in advance.

The employee should submit all original receipts to the administrative staff and request a travel advance.

**International Travel**

All international travel requests require prior approval from not only the department head, but also the dean’s office, Vice Chancellor and School of Medicine International Travel Committee. International travel packets are due in the dean’s office by the 15th of each month. You should not pay for any out of pocket travel expenses until you have received approval for your trip. In the event your international travel request is denied and travel expenses have been incurred, you will not be reimbursed. The international travel committee requires that applicable documents listed on the checklist are included with your packet. Once your packet is complete you should submit it to your administrative staff for review. The international checklist is attached.

**Links:**

1. [Pocket Guide](http://doa.louisiana.gov/osp/travel/travelpolicy/pocketguide08-09.pdf)
2. [Travel Prior Approval Form](http://www.lsuhsc.edu/no/administration/supplychain/Forms/PriorApprovalRequestForTravelForm_FY09.pdf)
3. [Travel Voucher Form](http://www.lsuhsc.edu/no/administration/supplychain/Forms/Travel%20Expense%20Voucher%20Form%20FY_2009.xls)
4. [Mileage Form](http://www.lsuhsc.edu/no/administration/supplychain/Forms/Travel%20Expense%20Voucher%20Mileage%20Log%20FY_2009.xls)
5. [RESEX Self Registration Instructions](http://www.lsuhsc.edu/no/administration/supplychain/forms.aspx)
6. [Corporate Travel Card Application Form](http://www.lsuhsc.edu/no/administration/supplychain/Forms/VISA%20Application%20Form%20for%20Corporate%20Travel%20CardVersion2.pdf)
7. [International Travel Checklist](../../faculty_affairs/committee_descriptions/int_trav_policy.html)

**Helpful Links:**

PM-13: “University Travel Regulations”
<http://www.lsuhsc.edu/no/administration/pm/pm-13.aspx>

Supply Chain Management Website (travel section)

<http://www.lsuhsc.edu/no/administration/supplychain/tdp/visatravel/visa%20corporate%20travel%20card.aspx>

<http://www.lsuhsc.edu/no/administration/supplychain/forms.aspx>