

# SUAREC

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## MANDATORY TRAVEL TRAINING GUIDE

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[www.suagcenter.com](http://www.suagcenter.com)

# LOUISIANA TRAVEL GUIDE

2023 - 2024

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- The **Purpose** of the travel guide is to provide guidance and establish procedures for individuals that travel.
- The **Objective** is to make sure all travelers have a clear and consistent understanding of the policies and procedures.
- The **Goal** is to ensure compliance with the state travel policy.

# TRAVEL STAFF MEMBERS

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## Contact Us:

- Mrs. Frances Matthews – Program Administrator for Travel - Extension 3842
- Ms. Althea Thomas – Travel Coordinator – Extension 6201
- Mrs. Reika Johnson – Assistant Program Administrator for Travel – Extension 6290

# LA STATE TRAVEL GUIDE DEFINITIONS:

- **Contracted Travel Services** – The State has a contracted travel agency whose use is mandatory for airfare. The agency has an online booking system which can be used by all travelers for booking airfare. The use of online booking reduces the cost paid per transaction. Be sure to use Christopherson Business Travel see page 28.
- **Contracted Hotel Services** – The State has a contract for hotel services with Hotel Planner. Travelers are responsible for adhering to the hotel's cancellation policies when booking through HotelPlanner. If the traveler does not cancel in the time frame set by the hotel, the traveler is responsible for payment. Use of HotelPlanner does not exempt a traveler from adhering to GSA lodging rates, State rates, or rates stated with PPM49 for the applicable travel location.

# LA STATE TRAVEL GUIDE DEFINITIONS:



- **Contracted Vehicles Rental** – The state has mandatory contracts for all in-state and out-of-state business travel through Enterprise, National, and Hertz. Only the cost of an economy, compact, intermediate, or standard vehicle is allowable for booking unless non-availability is documented, or the vehicle has more than two persons traveling. Enterprise and National Rental Rates base rental prices are located on page 30 of the manual. Hertz Rental Rate base rental prices can be found starting on page 31 of the manual.
1. You must book car rentals online at <https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/transportation/ground-transportation/>.

**Receipts are required on all rentals.**



# LA STATE TRAVEL GUIDE DEFINITIONS:

- **Reimbursement** – All claims for reimbursement for travel must be submitted on the State’s Travel Reimbursement Form BA12, <https://www.suagcenter.com/page/faculty-staff>. The form must be signed by the person claiming the reimbursement and approved by his/her immediate supervisor.
- **Items not reimbursable** – Preferred or Premium seats on an airplane, penalties for cancellation of flight/hotel stay unless justification is provided by the department head. A comprehensive list can be found starting on page 10.





# LA STATE TRAVEL GUIDE

## DEFINITIONS:

- **Meals** are not eligible for reimbursement on single day travel. On the first and last day of travel employees are **only** eligible for **75** percent of the total M&IE rate for the applicable travel location.
- **Meals and Lodging Allowances** – Meal rates are Per Diem. Only the maximum allowed while in travel status.
- **For Out-of-State** meal reimbursements use the GSA website.

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

### M&IE Breakdown

Find M&IE total and breakdown by meal for travel in the continental U.S.

- 1 Determine the location where you will be working while on official travel.
- 2 Look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
- 3 On the results page, click Meals & Incidentals (M&IE) Rates to jump to the M&IE rates table.  
  
I'm interested in:
- 4 Find the row for your specific location and note the amount listed for M&IE total, breakfast, lunch, dinner, incidentals, and first and last day of travel.

[www.suagcenter.com](http://www.suagcenter.com)

# THE TRAVEL PROCESS

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**Conference Lodging Allowance** – Employees are allowed lodging rates, plus tax (other than State of Louisiana Tax) and mandatory surcharges. Receipts are required along with documentation showing the actual conference rate. If there are multiple designated conference hotels, the lower cost designated should be utilized, if available. In the event, the designated conference hotel(s) have no room availability, a Department Head or his/her designee may approve to pay the actual hotel cost not to exceed 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 a conference, the traveler is subject to making the reservation and being reimbursed within the hotel rates that will be allowed in routine lodging only. The traveler is responsible for the difference.





# THE TRAVEL PROCESS

1. Resort fees are not allowed unless attending a conference and/or if a traveler is staying in a city that all hotels are charging a resort fee.
2. Tax Recovery charges, Service Fees and/or Booking fees are not allowed when booking through companies other than the State of Louisiana's mandated agency or their affiliated company.
3. Travelers will be responsible for reimbursing the Ag Center for any in-state taxes when the tax exemption form is not presented at the time of check in. (**Reimbursements to SU Ag must be in the form of a money order or cash. No personal checks will be accepted.**)
4. **No reimbursements are allowed for functions not related to a conference, i.e. tours, dances, golf tournaments, etc.**
5. If you are staying at a designated conference hotel or the overflow hotel(s), you may not rent a vehicle unless prior approval is granted from the Department Head. Rentals must be for official state business and need supporting documentation to be maintained in the file.

# THE TRAVEL PROCESS

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- All **International Traveling** must be approved by the **Chancellor** and **President** prior to traveling.
- All documentation must be turned in 30 days prior to traveling or travel will not be approved.
- All requests for approval must be accompanied by a detail account of expected expenditures including airfare, room rates, dates, meals, local transportation, and any other know travel costs.
- International travelers will be reimbursed based on the U. S. Department of State Per Diem Rates [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) and U. S. Department of State Meal Per Diem Breakdown [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=114&menu_id=75)
- Currency conversions must be submitted from an official site upon returning from travel.



# ROUTINE POLICY

- All domestic travel authorization forms must be submitted at **LEAST TWO WEEKS** before the travel date to allow sufficient time to purchase reasonable airfare. All international travel authorization forms must be submitted at **LEAST THIRTY (30) DAYS** before the travel date. **Effective immediately justifications are no longer allowed.**
- You must submit a travel expense form with original receipts to finance within **five (5) days of your return to receive reimbursement.** If you do not adhere to this guideline, you may be subject to the loss of the reimbursement and/or placed on travel suspension.
- The Finance Office will be open Monday through Thursday to complete travel registrations, hotel accommodations, etc. by appointment only. Please contact Ms. Althea Thomas (Ext. 6201).

# DOCUMENTATION NEEDED BEFORE YOU TRAVEL

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- Travel Authorization – with all approval signatures.
- Registration
- Itinerary
- Hotel fees
- Rental Car – if needed.
- Tax Exempt form – for in-state hotel stays.

<https://www.doa.la.gov/media/er0b2lwj/travelexemption-travelexpense.pdf>



# One Stop Shop

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The Travel Coordinator will assist you with all your travel needs.

Once you have received the approval of your travel authorization, the Travel Coordinator will schedule an appointment with the appointee or designated person for your area, **only**.

**No students will be allowed to make travel arrangements.**

Hours: Monday through Thursday

Time: 9:00 a.m. until 3:00 p.m.



Travel  
Authorization



Registration



Itinerary



Hotel



Rental Car



# ONE STOP SHOP

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- Upon leaving they will be given all the necessary documentations for your travel.
- Appointments will be given in 1-hour increments.
- Please be on time for your appointment. Any **missed** or **late appointments** will have to be **rescheduled**.
- This is a one-day process.



# THE REIMBURSEMENT PROCESS

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All claims for reimbursement for travel shall be submitted on the State's Travel Expense Form, **BA12**. It must be signed by the person claiming the reimbursement and approved by his/her immediate supervisor. In all cases, the **date** and **hour** of departure from and return to domicile must be shown, along with the final destinations throughout the trip clearly defined on the form.

1. Always submit approvals with all the necessary documentation, including complete line-item descriptions on receipts (both paper and electronic), in a timely manner.
2. Ensure all transaction's supporting documentation is complete. This includes **an approved Travel Authorization Form with all the needed signatures, and original itemized receipts.**

# THE REIMBURSEMENT PROCESS



3. Receipts, and supporting documentation dates must correspond with the trip allowances and the Travel Authorization Form dates.
4. Please review receipts to make sure no state tax has been charged. If unauthorized tax is applied, the traveler must request that the vendor remove the charge. The traveler will be responsible for all state taxes.
5. If incidentals or extra charges such as room services, movies, extra day, etc., not associated with **SU Ag Center** business travel are charged, they must be settled during check out.
6. **DO NOT** use your personal credit card for any reimbursable travel expenses.

# RESOURCES:



1. Travel Authorization Form: [https://www.suagcenter.com/assets/suag/Faculty\\_and\\_Staff\\_Resources/Travel/Travel-Authorization-SUS-4.pdf](https://www.suagcenter.com/assets/suag/Faculty_and_Staff_Resources/Travel/Travel-Authorization-SUS-4.pdf)
2. Christopherson Business Travel: <https://app.cbtat.com/authentication/?url=%2F>
3. HotelPlanner: <https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/hotels/>
4. Meals and lodging allowances: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
5. Vehicle Rental: <https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/transportation/ground-transportation/>
6. International Travel: <https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/international-travel/>



# RESOURCES:

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7. Airport Parking Rates: <https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/parking/> Baton Rouge Airport: \$4.50 per day for parking in the indoor/outdoor garage or lot. Must have documentation, example State ID and Baton Rouge Airport certificate. New Orleans Airport Parking: US Park's uncovered parking is reimbursable with receipts at \$14.00/day plus tax. Airport surface Lot – reimbursable with receipts at \$18.00/day – located on airport property #5. Airport Economy Garage – reimbursable with receipts at \$12.00/day – off property #11 (credit card only).
8. Tax-exempt form: <https://www.doa.la.gov/media/erob2lwj/travelexemption-travelexpense.pdf>
9. BA12: <https://www.suagcenter.com/page/faculty-staff>



# ONLINE TRAVEL INFORMATION

- ✓ 2023 – 2024 Louisiana State Travel Guide
- ✓ LA DOA State Travel Guidelines and Procedures
- ✓ Hotel Lodging Tax Exemption Certificate
- ✓ LA Official Travel Expense Form BA12
- ✓ Travel Expense Account Form Instructions
- ✓ Travel Request



**Please visit [www.suagcenter.com](http://www.suagcenter.com)**



# AUDIT FAILURES / CORRECTIONS



- **Traveling without prior approval.**
- **Travel documentation not being turned in on time.**
- **Travel card taken away!**
- ✓ **ALL** travel must be approved by the Chancellor / President prior to submitting.
- ✓ **ALL** travel request must be turned in **14 days** in advance for domestic travel and **30 days** in advance for international travel.
- ✓ **Failure** to comply will result in travel being denied and non-payment for travel reimbursement.



## QUESTIONS AND ANSWERS:

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The full 2023 – 2024 Louisiana State Travel Guide can be found on the Finance Department's website.

<https://www.suagcenter.com/page/faculty-staff>

Thank you for your time and attention.

Coming Soon: 2024-2025 Fiscal Year

[www.suagcenter.com](http://www.suagcenter.com)