



South Louisiana Community College Travel Procedures

PLEASE NOTE: THE STATE TRAVEL GUIDE, PPM49, WILL CHANGE EVERY JULY 1ST

PPM49 Link: <http://www.doa.la.gov/Pages/osp/Travel/TravelPolicy.aspx>

PROCESS FOR REQUESTING TRAVEL:

1. Complete the Request for Official Travel **at least 3 weeks** in advance of travel and before early registration ends and conference hotel rates expire. Attach required documentation to support your expense amounts requested in Section III of the Request for Official Travel (details for each section below). Once you've submitted your request to your supervisor, he/she will forward to your VC, who will then forward to the VC for Admin. & Finance. Once fully approved, you will receive an email from the Accounting Department.
 - a. **Transportation**
 - i. Airfare – All flights must be booked through Short's Travel and **paid by the college directly** www.shortstravel.com/la. When first accessing the website, you will need to create a username and password. Once that's complete and you've entered the website, create your "Profile" by entering your contact information and institution (Tech & Comm College/South LA Community College). You will need to search flights and attach a copy of the results to your request to support your transportation estimate. You should **request 20% more** than the lowest option as the cost of the flight will likely increase during the approval process. After your travel request has been approved, access the Short's website and choose your flight option. Do not enter a personal credit card. Use the drop down arrow option to select "Tech & Comm College/South LA Community College". If you do not see this, please call 888-846-6810 and someone with Shorts will assist in booking your flight. For more information, visit <http://www.doa.louisiana.gov/osp/travel/airfare/airfareinstrns.pdf>. **Do NOT book your flight through Short's until you receive confirmation that your travel request has been fully approved.**
 - ii. Personal Car – If using a personal vehicle, you will only be reimbursed up to 99 miles. A MapQuest (or equivalent) printout to document round trip mileage must be included.
 - iii. State Vehicle – Reservations for State Vehicles are made through the Property Department. In order to reserve a State Vehicle, you must complete a Vehicle Reservation Form. The Property Manager will return the form to you; it must be included with your Request for Official Travel. State vehicles cannot be taken out of the state of Louisiana.
 - iv. Rental Vehicle – Reservations for rental vehicles must go through the Property Department and must be paid directly by the college. In order to reserve a rental vehicle, you must complete a Vehicle Reservation Form and include it with your Request for Official Travel. If you would like to rent a vehicle rather than fly, an Out of State Cost Effective Transportation Form must be attached to your request. Contact Accounting for a copy of the form. Rental vehicles must be **paid directly by the college**. In the event that the State traveler has need for the vehicle before Enterprise's normal hours of operation, Enterprise will start rental charges at 7:30 A.M. the morning in which the rental is needed with pickup before the close of business the night prior. It is the traveler's responsibility to ensure that Enterprise bills SLCC appropriately. Extra days billed on a rental due to the traveler picking up a rental earlier than needed will be deducted from the traveler's reimbursement. Rentals may not be used for personal use and any deviances between anticipated mileage and actual mileage will require explanation.
 - b. **Lodging** – Multiply the number of nights by the hotel conference rate and add 20% for possible hotel taxes and resort fees. Attach a copy of the hotel conference rate from the conference website, if available. If there is no conference rate for the hotel, please see the Travel Pocket Guide and locate the city you will be staying in <http://www.doa.la.gov/osp/Travel/travelpolicy/2018-2019pocketguide.pdf>. You will need to multiply that city's "Tier" rate by the number of nights you're staying and add 20% for possible hotel taxes (Tier rates change every July 1st). After your travel request has been approved, you have the option of visiting the State's hotel website, <http://louisiana.hotelplanner.com/> to book your hotel. Please try to find a hotel that has an orange banner stating, "This hotel rate meets PPM49 guidelines for single occupancy." Using HotelPlanner will charge the college directly through HotelPlanner's approval process. Do not enter your personal credit card in HotelPlanner. All other hotel bookings must be booked with a personal credit card which will be switched to the College CBA card for payment. If booking your hotel outside of Hotel Planner, please forward your reservation to Accounting. Your personal card will remain on file with the hotel to cover incidentals. **Do not book your hotel through HotelPlanner until you receive confirmation that your travel request has been fully approved. Do not book a non-refundable hotel.** (See "State of Louisiana Hotel Program Portal Instructions" for more details). Hotels must be **paid directly by the college**.



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- c. **Meals** – Use the Travel Pocket Guide <http://www.doa.la.gov/osp/Travel/travelpolicy/2018-2019pocketguide.pdf> and multiply the number of days by the total price listed under your city's "Tier" rate for meals. You will only be reimbursed for meals not provided by the conference.
 - d. **Registration** – Enter the dollar amount from an email, flyer, or mailing hand-out about registration. Attach any documentation regarding the trip, including an agenda, to your travel request. If registering late, a justification will need to be included with the travel request and signed by your supervisor. The Accounting Department will need it to pay your registration directly. Accounting will contact you when the approved travel request is received to coordinate registration. Registration must be **paid directly by the college**. Do NOT register yourself unless instructed to do so by Accounting.
 - e. **Airport Parking** – You may request reimbursement for airport parking in an economy lot. For Lafayette Regional Airport, economy lot rates are published on their website <http://lftairport.com/parking/>. For Baton Rouge and New Orleans airport parking, follow the very specific instructions discussed in PPM49 for obtaining the State's contract rate <http://www.doa.la.gov/Pages/osp/Travel/TravelPolicy.aspx>. Receipts are required for all airport parking.
 - f. **Other** – You may request additional charges such as baggage fees (\$25 each way – going and coming back), shuttle fees, taxi charges (to/from airport while at conference), Uber/Lyft, and tips. Hotel parking (valet) and all items aforementioned will require a receipt and should be attached to the expense report. You may review PPM49 for other types of expenses that may be reimbursable with your supervisor's approval.
2. Once you've received notification that your travel is approved, you may book your flight through Short's and your hotel through HotelPlanner (optional). If there is a conference hotel with a set conference rate, you may reserve your hotel room and forward your reservation to Accounting so it can be switched to the college's CBA account. **Please Note: Airfare, Hotel, Rental Vehicles and Registration fees must be paid directly by the college.**

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PROCESS FOR REQUESTING REIMBURSEMENT:

1. After returning, a Travel Expense Report must be completed and submitted by the 15th of the month following the completion of travel and approved by the employee's supervisor.
2. You will need to complete the "Back" tab of the "Travel Expense Report" first, listing all expenses incurred, as it will carry forward to the "Front" tab. Departure and arrival times from/to your home/campus are required. Any expense report lacking this information will be returned to the traveler for revision.
3. If approved and you drove your personal vehicle while traveling, include the miles according to a MapQuest (or equivalent) printout under "Miles Traveled" and include the printout as support. State guidelines (PPM49) specify that reimbursement only be given at a maximum of 99 miles per round trip, regardless of the duration.
4. List all meals not provided by your conference under the Meals column. Separate the number of meals per day and add the cost per "Tier" amount from your Pocket Guide. If your conference provided a meal, but you did not partake, you will **NOT** receive reimbursement for that meal. Do not include meal receipts. See PPM49 for arrival/departure times needed to be eligible for meal reimbursements. Meals are only reimbursable for travel that require an overnight stay.
5. Tolls and parking are reimbursable only if a receipt is attached to your expense report.
6. Tips are allowed only for hotels and airfare. See Pocket Guide for details.
7. Taxi or shuttle charges are reimbursable only if a receipt is attached to your expense report. If you included a tip, it must be stated on the receipt and cannot exceed 20% of the total charge. A tip of \$3 is allowed on free shuttle rides; however, you must show proof that you utilized the free service.
8. Reimbursement requests are only accepted as a hard copy with original receipts attached. All original receipts (including hotel) should be taped to an 8.5 x 11 piece of paper; otherwise the expense report will be denied and returned to traveler.

Please be aware that this is not a fully inclusive list of policies and procedures regarding travel requirements. Other travel related matters and situations that may arise should be addressed in the complete State Travel Guide, PPM 49. Please do not hesitate to contact the Accounting Department if you have any questions.

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