

Travel Procedures

PROCESS FOR BECOMING AN APPROVED TRAVELER:

1. Attend a live ChromeRiver Training or Self-Study ChromeRiver Training.
2. Complete the Traveler Certification form and submit to travel@solacc.edu.
3. If you plan to drive your personal vehicle, a state vehicle, or a rental vehicle for business purposes, you must be deemed an approved driver by the SLCC Property Department. Contact property@solacc.edu if you have questions about this process.

PROCESS FOR REQUESTING TRAVEL:

1. Complete a ChromeRiver pre-approval (PA) report at least 3 weeks in advance of travel, early registration deadlines, and conference hotel rate expiration. Attach required documentation to support your amounts requested (details for each section below). **Important:** All reports should be named in the following format: "Name of Conference" – "Begin date of Travel in format xx.xx.xx". For example: LCTCS Conference – 09.25.19.
 - a. **Air 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). Search flights and **attach** a copy of the results to your request to support your transportation estimate. **Request 20% more** than the lowest option as the cost of the flight will likely increase during the approval process. **Do NOT book your flight through Short's until you receive confirmation that your PA has been fully approved.**
 - ii. Baggage – Only the first checked bag each way is reimbursable. If an additional bag is necessary for bringing any presentation material, please use the description box to explain. **Attach** a printout from the airline to support your baggage fee estimates.
 - iii. Airport Parking – Only airport parking in an economy lot is reimbursable. For Lafayette Regional Airport, economy lot rates are published on their website <http://lftairport.com/parking/>. **Attach** the published rates to your PA at the time of request. 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.
 - iv. Airport Tips – Airport tips may be estimated for airport outbound departure trip and inbound departure trip in accordance with PPM49.
 - b. **Ground Transportation**
 - i. Rental Vehicle – Rental rates are published on the Office of State Travel's website (<https://www.doa.la.gov/Pages/osp/travel/groundtrans.aspx>). Add 20% for possible taxes and surcharges. 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 [Rental Reservation Form](#) and **attach** it to your PA. 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 travel@solacc.edu for a copy of the form. If 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. The Traveler must obtain a copy of the rental receipt upon return of vehicle. 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 deviations between anticipated mileage and actual mileage will require explanation. A MapQuest (or equivalent) printout to document round trip mileage must be **attached**.
 - ii. Rental Vehicle Fuel – When possible rental vehicles should be fueled with a fuel card obtained from the Property Department. Estimate \$0.30/mile when estimating rental car fuel on your PA.
 - iii. 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 **attached**. If the total distance will exceed 99 miles, and this

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is not a blanket travel PA, only enter the 99 allowable miles. ChromeRiver will not allow you to submit any amount greater than the maximum allowed by PPM49.

- iv. State Vehicle – Reservations for State Vehicles are made through the Property Department. In order to reserve a State Vehicle, you must complete a [State Vehicle Reservation Form](#) and remit to the Property Department (property@solacc.edu). The Property Department will acknowledge whether you are an approved driver **AND** if a state vehicle is available. At this time, the Property Department will reserve your vehicle and return the form to you; it must be **attached** to your PA. State vehicles cannot be taken out of the state of Louisiana or reserved for overnight trips. A MapQuest (or equivalent) printout to document round trip mileage must be **attached**.
- v. Bus/Subway/Rail – Reimbursable line item when a receipt is present. Online estimates must be **attached**.
- vi. Shuttle/Limo/Taxi – Travelers can claim a tip in accordance with PPM49 when utilizing a free shuttle service; however, they must prove the free service was used. When utilizing an Uber/Lyft, only a **standard** size vehicle is reimbursable. All shuttles/taxis/Uber/Lyft require a receipt and may include a driver's tip, not to exceed 20% of the total charge. Online estimates must be **attached**.
- vii. Parking – Estimate any paid parking and include 20% for possible taxes. Any documentation supporting the amount estimated should be **attached**.

c. Hotel

- i. Room Rate – Begin by pressing the “Calculate” button and input your dates and travel destination. If your travel does not have an associated hotel conference rate, the Allowable Total should be entered as the Estimated Amount. If you do have a conference rate, check “This is conference lodging”, enter the conference rate and multiply the number of nights by the hotel conference rate to calculate the Estimated Amount. If requesting a conference hotel, **attach** a copy of the hotel conference rate from the conference website. You may book a cancellable conference hotel to secure your conference rate prior to your PA being approved. In this case, **attach** a copy of the reservation confirmation to the PA. Upon approval, your reservation will be switched to the college's CBA card for payment. It is the traveler's responsibility to cancel the reservation if the PA is not approved. After your PA has been approved, you have the option of visiting the State's hotel website, <http://louisiana.hotelplanner.com/> to book your hotel. 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 HotelPlanner, please forward your reservation to Accounting — travel@solacc.edu. 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 PA 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**.
- ii. Hotel Taxes – If your exact hotel tax rate is not published, add 20% for possible hotel taxes and resort fees.
- iii. Hotel Parking – Estimate hotel parking based on the published daily or overnight rate. If the exact tax rate is not published, add 20% for possible parking taxes. Parking rates from hotel or conference website must be **attached**.
- iv. Hotel Baggage Tips – Tips may be estimated for hotel check-in and hotel check-out in accordance with PPM49.

d. **Meals** – No one will use the actuals tile located under meals. Utilize the Per diem wizard to calculate your allowable meals by entering the dates and times of travel, along with the destination of travel. You will be not be reimbursed for meals provided by the conference and must **attach** an agenda to show proof of meals requested. Use the deductible check boxes to reduce your amount requested, as applicable.

e. **Registration** – Enter the dollar amount from an email, flyer, print-out, or mailing hand-out about registration. **Attach** any documentation regarding the trip, including an agenda and proof of cost, to your PA. If registering late, a justification approved by your supervisor will need to be **attached** to the PA. Accounting will contact you when the approved PA is received to coordinate registration. Registration must be **paid directly by the college**. Do NOT register yourself unless instructed to do so by Accounting. Any relevant information needed for registering (i.e. birthdates, emergency contact info, shirt size, food allergies, passwords, etc) should be included as a comment on the PA.

2. Submit your PA. Once submitted, you may track your PA through ChromeRiver. The typical approval routing is:
Traveler (if submitted by delegate) → Supervisor → QC (Quality Control role held by Accounting) → Budget Unit Head → Divisional Vice Chancellor → Vice Chancellor for Admin & Finance → CBA (College credit card holder—this approval notifies you that your PA is fully approved)

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3. Once you've received notification that your PA is approved, you may book your flight through Short's and your hotel through HotelPlanner (optional). **After** you receive an email notification that your PA has been fully 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 for technical assistance with online booking. For more information, visit <https://www.doa.la.gov/pages/osp/travel/travelagency.aspx>. If there is a conference hotel with a set conference rate, you may reserve your hotel room and forward your reservation to Accounting (travel@solacc.edu) 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.**

If Requesting...	Attach...	Paid by...
Airfare	Estimate from Short's	College
Baggage	Airline Baggage Fees	Traveler
Airport Parking	Published Airport Parking Rates	Traveler
Airport Baggage Tips		Traveler
Rental Vehicle	Rental Reservation Form AND MapQuest (or equivalent)	College
Rental Vehicle Fuel	MapQuest (or equivalent)	Either
Personal Vehicle Mileage	MapQuest (or equivalent)	Traveler
State Vehicle	State Vehicle Reservation Form AND MapQuest (or equivalent)	College
Bus/Subway/Rail	Online Estimate	Traveler
Shuttle/Limo/Taxi	Online Estimate	Traveler
Parking	Online Estimate	Traveler
Hotel Room & Tax	Support for Conference Rate	College
Hotel Parking	Parking Rates from Hotel of Conference Website	Either
Hotel Baggage Tips		Traveler
Meals	Conference Agenda	Traveler
Registrations	Support for Registration Cost AND Registration Deadlines	College

All requested travel should have a conference agenda or letter/email invitation (or equivalent) attached.

Accounting Department Contacts:

Travel Line:
521-6676
Travel@solacc.edu

Sarah Morrow
521-6637
Sarah.Morrow@solacc.edu

Rhonda Dupre
521-8964
Rhonda.Dupre@solacc.edu

Remona Guillory
521-6678
Remona.Guillory@solacc.edu

Carla Ortego
521-8922
Carla.Ortego@solacc.edu

Links:

PPM49 (Changes every July 1st)
<http://www.doa.la.gov/Pages/osp/Travel/TravelPolicy.aspx>

SLCC Travel Forms and Procedures
<https://www.solacc.edu/about-us/travel-forms>

Short's Travel (Airfare)
<https://www.doa.la.gov/pages/osp/travel/travelagency.aspx>

HotelPlanner
<https://www.doa.la.gov/Pages/osp/travel/hotels.aspx>

Vehicle Rental
<https://www.doa.la.gov/Pages/osp/Travel/groundtrans.aspx>

Airport Parking
<https://www.doa.la.gov/Pages/osp/travel/parking.aspx>
<https://lftairport.com/parking/ouh>