

Travel FAQs

1. Where can I find SLCC's travel policy?

SLCC follows the State of Louisiana Travel Guide, [PPM49](#). This guide changes every July 1st and is subject to Addendum throughout the year as put forth by the Office of State Travel. The college has published [Travel Procedures](#) on the SLCC website that are subject to change as deemed necessary to remain in compliance with Office of State Travel guidelines.

2. What are general requirements in order to travel?

For an SLCC employee to be able to travel, they must have a reviewed SLCC travel Procedures, completed ChromeRiver training (live or self-study), and have a completed Traveler Certification Form on file. In addition, they must have a fully approved pre-approval in ChromeRiver before traveling.

3. Do I need a Pre-Approval in order to travel?

Yes. A travel Pre-Approval is ALWAYS required when you leave campus for work-related travel, even if you are only traveling to another campus or within your domicile for a meeting. If you anticipate traveling to other campuses on a regular basis, it is best practice to submit a Blanket Travel Request in Chrome River for the entire fiscal year (staff) or semester (faculty). Blanket travel requests do not cover non-routine meetings, conferences, or any travel outside of your domicile region.

4. What is the format for the header of my Pre-Approval and Expense Report in Chrome River?

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 – 10.09.20. When completing your expense reports, the system requires that you import your pre-approval and the header carries over. You will only need to modify the header of the expense report if it is Blanket Travel (which is done on a monthly basis), in which the month will be month the travel occurred.

5. How do I find my funding source in ChromeRiver?

On your Pre-approval under Allocations, you will be able to start entering your department similar to a Google Search. For example, you can type in Financial Aid or Accounting. If you are unsure of what code or department to use, contact your Supervisor. If they are unable to assist you, email travel@solacc.edu for assistance. On the Expense Report, the funding source will be automatically populated when you import your pre-approval.

6. I am attending a one- day conference/training. Can I request funding for meals?

No. Meals are not reimbursable for one-day travel per PPM49.

7. Do I have to fly?

Flying is not required. A Cost-Effective Transportation form must be submitted and attached to your Pre-approval that shows ground transportation is the most economical method. The form can be requested from Accounting as needed by emailing travel@solacc.edu. When completing the form, you must consider any additional: time needed away from work, meals, lodging, fuel, parking, etc.

8. What is needed to justify a larger rental?

When requesting a larger rental (van or SUV) for travel, the driver (requester) should attach a list of passengers who will be riding in the rental. We should always maintain economical integrity when requesting; therefore, it is important to document the need for additional space.

9. Can I rent a vehicle for out of state travel?

You may rent a vehicle to travel to another state (in lieu of flying) as long as you complete a cost-effective form proving that it is the most economical mode of transportation and attach it to your pre-approval. This form can be requested from Accounting as needed by emailing travel@solacc.edu.

If you wish to rent a vehicle for transportation while traveling, in lieu of a taxi/Uber/shuttle, you must submit a justification with your pre-approval proving that a rental is the most economical. In this justification you must factor in, airport rental surcharges, fuel, parking, tolls, etc..

10. Can I drive my own vehicle instead of using a state car?

A personal vehicle may only be used if:

- a. You have been designated by the Property Department as an approved driver.
- b. Personal Vehicle mileage funding was approved on your pre-approval.
- c. You have contacted the Property Department and they have verified that a state vehicle is not available.
 - i. A vehicle reservation denoting this must be attached to your Expense Report when requesting reimbursement.
- d. You are attending an event that occurs at the beginning or end of the day, where it is not feasible to pick up and/or return a state vehicle to campus.

While you may opt to drive your personal vehicle rather than rent a vehicle, for a conference or trip with overnight stay, reimbursement of mileage will be limited to 99 miles for the round trip.

11. What do I do after I have made my hotel reservation?

Travelers can attach their cancellable hotel reservation to their pre-approval prior to submitting in ChromeRiver, if booking the room allows them to ensure they are getting the conference rate. If travelers do not book their room until after they have been notified of their fully-approved pre-approval, they can email their reservation to travel@solacc.edu with the subject line "First Initial. Last Name MM.DD.YY Hotel Name" This will aid Accounting in matching the reservation to the trip timely. For example: S. Morrow 12.04.19 Roosevelt New Orleans. Hotel reservations will NOT be switched over to the college's card until they have been reviewed by Accounting for compliance with: PPM49 tier rates, any applicable conference rate, appropriate travel dates, and ensuring adequate funding was approved on pre-approval for lodging.

12. How do I inform the hotel that I should not be charged state sales for my hotel stays?

SLCC is State Sales Tax exempt for all hotels located in the state of **Louisiana**. To inform the hotel of this, travelers should present a Tax Exemption form to the hotel at check-in. This form should be sent to you signed by someone in Accounting once your trip has been approved and hotel arrangements made. It is the responsibility of the traveler to ensure the hotel receives the form and does NOT charge the college State Sales Tax. If you do not receive a Sales Tax Exemption form 3 business days prior to travel, please contact travel@solacc.edu.

13. Can I register myself for a conference?

Registration is to be completed by Accounting, unless otherwise instructed by Accounting, since this expense must be paid directly by the college utilizing the college's CBA (controlled billing account). Registrations will not be completed by Accounting until a fully approved travel pre-approval is on file. Any non-cancellable registration that is executed by the traveler prior to having their travel pre-approval fully approved is deemed an unauthorized obligation of funds by the employee.

14. What to do if my flight is delayed/cancelled?

In the event that your flight is delayed or cancelled, please ensure to maintain adequate documentation (emailed notices) of such delays or cancellations. When things of this nature happen, the traveler should defer to the proper airline authorities to get them on subsequent connecting flights or rebooking them for later times. The traveler should NOT contact the State's travel agency and book another flight to be billed to the college.

15. Why am I not being reimbursed for all my mileage?

Reimbursement may not exceed a maximum of 99 miles per round trip and/or day at a rate of .57 cents per mile. All mileage submitted for reimbursement must include the route traveled using the calculate function within ChromeRiver.

16. Why am I not being reimbursed for my meals?

Meals will ONLY be reimbursed at the meal allowance rates (see Pocket Guide) for meals that were NOT provided by the conference/training, in accordance with the tier level corresponding to your trip. Any meals requested that are outside of the approved travel dates will not be reimbursed. Meal eligibility is determined by your departure and arrival times on your first and last day of travel, respectively. Also, if you must leave a conference/training early and a meal was included in the segment you missed, you are NOT eligible to be paid for that meal.

17. Are meal receipts required for reimbursement?

Meal receipts are not required for reimbursement; however, it is imperative that travelers enter their departure and arrival times in ChromeRiver to determine eligible meals on travel days. Travelers are responsible for deducting meals provided as part of a conference/training by utilizing the deduction check boxes.

18. Can I submit a screenshot of my bank statement as supporting documentation?

No, an itemized receipt is required to validate what is being charged. You may need to contact the vendor or service provider to obtain this documentation if not received at time of purchase or misplaced during travel.

19. What should I review my hotel receipt for?

When traveling on behalf of the college, the traveler should ALWAYS request a copy of their receipt prior to departing the hotel. It is the traveler's responsibility to ensure the college was billed correctly. Failure to do so can result in a delay or reimbursement or a withholding of the traveler's otherwise reimbursable funds. The traveler should ensure no Louisiana State sales tax was charged if staying in the State of Louisiana (occupancy tax or local tax is permitted). The traveler should also ensure the correct nightly rate and number of nights were charged. Lastly, the traveler should have any personal charges moved to a separate folio and charged to the traveler directly.

20. Why is my reimbursement taking so long?

Once you submit your expense report through ChromeRiver, you will be able to track your expenses and determine the series of approvers who must review and approve your request for reimbursement. When the report reaches Accounting, a final review is performed to ensure compliance with PPM49 and an audit of all documentation submitted. Once approved, you will receive a system generated notice from ChromeRiver via email and can expect to receive payment within 2 weeks. Payments are generally direct deposit for all employees and are available to you on the date depicted on the direct deposit advice you receive from finance@solacc.edu when the reimbursement has been paid.