

Travel Checklist

🕒 **Will the employee be traveling out-of-state?** If airfare is necessary, you must contact our contracted travel agency, Short's Travel Management, to secure all airfare or for cost estimates and travel times. Short's can be reached at (888) 846-6810, 24/7/365. Inform the travel agents that you are a traveler with the State of Louisiana along with your Agency information. Purchase airline ticket on corporate travel card or use the agency's CBA account. Also, obtain the supervisor's and any other required signatures on travel authorization form. Receipts are required for airfare reimbursements and any/all checked bag fees. Attach these original receipts to the Travel Expense Voucher for reimbursement upon your return from travel status.

🕒 **Is there a registration fee that must be prepaid for the conference, seminar, or meeting the employee will be attending?** If yes, complete that section of the Travel Authorization Form and submit a copy of the agenda or published meeting notice and completed registration materials. Note the registration deadline. Make sure that you allow enough time for the check to be cut and mailed, if your agency does not allow use of the CBA account. Receipts are required for registration reimbursements. Attach these original receipts to the Travel Expense Voucher for reimbursement upon your return from travel status.

🕒 **The state contracted travel agency is there for you, from start to finish.** Short's can provide all your travel services from airfare to rental cars. They can also book your conference hotel. If you have a delayed or cancelled flight after business hours, call (888) 846-6810 for assistance.

🕒 **Will the employee require hotel accommodations at his/her destination?** Whether or not a hotel has been identified for your conference, seminar or meeting, the travel agency can assist with booking available lodging at your destination. **Note:** If you are staying at the conference hotel, your Department Head may approve the actual conference rate. If you are not staying at the conference hotel and lodging cost will exceed the maximum allowable rate for your destination, you must have a statement with explanation for the necessary increase in cost on the Travel Authorization Form and receive necessary prior approval(s). Receipts are required for hotel reimbursements. Attach these original receipts to the Travel Expense Voucher for reimbursement upon your return from travel status.

🕒 **Will the employee require a car rental?** There is a mandatory in-state contract with Enterprise. Also, make sure all necessary approvals are received prior to vehicle rentals. Receipts are required for vehicle rental reimbursements. Attach these original receipts to the Travel Expense Voucher for reimbursement upon your return from travel status.

🕒 **While in travel status, will the employee have miscellaneous expenditures?** These items may include, but are not limited to taxi fare, bus fare, shuttle, parking fees, ferry and bridge tolls, etc. Be sure to provide an estimated amount for these expenses on the Travel Authorization Form.