



Sponsored Travel (In State or Out of State) Reminders

- Notify OTS Travel at least 25 business days prior to beginning travel date.
- Travelers must use legal names (Ex. Name on birth certificate/ social security card) at all times on travel documentation. **(Travel Authorizations, Flights, Hotel and LEO. Names should match.)**
- Complete a Travel Authorization. (A blank travel authorization can be found at [OTSFY20TA](#).
 1. In the "PURPOSE OF TRIP OR NECESSITY FOR TRAVEL" state name of conference or training, dates, location, and reason for attending. Also, list in detail what components of travel will be paid by the sponsor, and what expenses OTS will be expected to pay.
- Submit the completed Travel Authorization to OTS.Travel@LA.GOV for review along with:
 1. An agenda is required for all conferences and/ or trainings.
 2. Proof of the designated hotel and rate documentation is required.
 3. Sponsorship Documentation terms must be included in the TA purpose and any reimbursement details, including grants travelers accept. **Please state who is paying for what as this is a minimum requirement.**
- Once OTS Travel has reviewed the Travel Authorization, have it signed by your Supervisor / ARM return to OTS.Travel@LA.GOV. OTS Travel will obtain the remaining required signature(s).
- Once the Travel Authorization is fully executed, the following steps are required:
 1. Reservations will be made according to sponsorship and PPM49 guidelines.
- Upon Arrival:
 1. Give the hotel front desk a personal credit card at check in, for incidentals charged to the room.
- Upon Departure:
 1. Review the bill at check out to insure only lodging was charged to the CBA credit card (no incidentals).
 2. Retain all receipts for baggage, parking and ground transportation.
- Upon return:
 1. Send OTS.Travel@LA.GOV an itemized copy of your hotel bill.
 2. Complete travel expense statement in LEO within 30 days and submit to OTS.Travel@LA.GOV.
 3. If needed, Complete Ethics Form and submit it to the Board of Ethics. This form can be downloaded from http://ethics.la.gov/pub/CampFinan/Forms413f.pdf?20_190402
 4. **If sponsorship includes any reimbursement, be sure to complete the necessary forms within 30 days. Travelers must seek all OTS reimbursements in a timely manner.**

Travelers must adhere to all OTS travel policy and procedures per [OTS Internal Policies website](#).