

State of Louisiana
Office of Technology Services
Travel Procedures

OTS PROC 01

All reimbursable travel by Office of Technology Services (OTS) employees will be made in accordance with [Policy and Procedures Manual Section 49](#) (PPM49) published by the Division of Administration (DOA) and will be subject to the following procedures:

- **Travel Authorization:**

Routine travel conducted in the service of in-scope member Agencies **does not** require prior authorization but costing and specifics need to be documented.

All non-routine reimbursable travel by Office of Technology Services (OTS) employees should be approved by OTS administration **a month in advance** by submitting a [Travel Authorization Form](#) (TA)

The TA should be signed by the traveler's Section Head or Agency IT Liaison/ARM, and when requested on behalf of an in-scope Agency by the Agency undersecretary. Scan and email the TA to ots.travel@la.gov where it will be reviewed and approved by OTS senior administration. The approved TA will then be sent to DOA's Office of Finance and Support Services (OFSS). A copy of the final approval TA will be returned to the traveler by email¹. Please include all days traveling in the Begin Travel and End Travel Fields of the TA. All OTS Non-Routine Travel begins with the TA.

If conducting travel on behalf of an in-scope Agency, select the Agency from the drop-down list; If travel is not on behalf of an in-scope Agency, select OTS from the drop-down list. The "Cost Center" number should also be selected. Complete the remainder of the TA form documenting the names of the individuals traveling, the justification for the travel, and the *estimated* expenses (page 2). Attach published quotes for the itemized expense items (i.e. hotel rates, rental car fees, etc.), along with a copy of the meeting/conference agenda and any other related information to document the necessity of the travel (TA notes are listed below).

- **Booking flights, hotels, and rental vehicles:**

All flights, hotels, and vehicle rentals **must** be paid using one of the following two methods:

- OTS Control Billed Account (CBA) account (preferred)
- OTS travel card issued to the traveler

OTS will not reimburse employees directly for any of these charges.

- **Vehicle Usage:**

OTS employees may utilize Agency fleet vehicles (when available) while conducting in-state travel on behalf of an in-scope Agency. When fleet vehicles are not available, employees should email OTS's fleet manager at DOA-OTS-FleetManager@la.gov to arrange for rentals through state contract.

If no fleet vehicle is possible and a rental is not available, Employees may opt to utilize personal vehicles and will be reimbursed per [PPM49 Travel Policy](#) guidelines² subject to the following restrictions (you must document):

¹ The approved travel authorization will be needed later when the employee files an expense report in LEO.

² Employees should be aware of the personal vehicle reimbursable mileage limit imposed by PPM49. This limit **may not** be exceeded without special authorization.

- Mileage for in-domicile travel within the confines of the *Work Site* will not be subject to reimbursement. State owned vehicles should be utilized when available.
 - In-domicile mileage travel that requires an employee to report to an alternate work place without first reporting to his/her normal work site will be reimbursed only to the extent that excess mileage is incurred above that amount which the employee would have incurred in getting to his/her regularly assigned work site. The travel expense form must **clearly** indicate that any mileage claimed is in excess of getting to the work site. This will be accomplished by submitting odometer readings from point of origin to point of return with an adjustment made to this total for the usual miles that are driven to and from the regularly assigned *Work Site*.
 - In-domicile travel which includes mileage will be reimbursed during a fiscal period, only after an employee has attained a reimbursement level of \$50.00. Reimbursements not attaining this level by the end of the fiscal period will be reimbursed at the end of the fiscal period. In-domicile mileage can be included with normal travel claims, but if no other travel expenses have been incurred, the reimbursement must be held until \$50.00 or end of fiscal period is reached.
 - All mileage shall be calculated on the basis of odometer readings from point of origin to point of return or a mileage map (ie., Google maps, mapquest).
 - In-domicile mileage is not allowed for attendance at infrequent or irregular meetings. (Exception: unless attendance is required of client unit or program directive.)
- **Flights:**

All flights should be booked using the state contracted travel provider [Short's Travel Management](#). Traveler will need to create a profile prior to booking travel. Select *DOA-Office of Technology Services (OTS)* as your Agency. Hotels and Vehicle rentals may be booked using Short's Travel Management portal when also booking a flight.
 - **Lodging:**

Lodging should be booked using the state's [hotel booking portal](#). Travelers should chose *Division of Administration*, and then choose *Office of Technology Services* and finally select *Notify my agency administrator to approve and provide payment arrangements*. (Exception: When booking for a conference, traveler may book directly with the hotel *if paying by travel card*. Travelers may never exceed the allowable rates published in [PPM49](#) without prior approval.)
 - **Reimbursements:**

When travel has been completed, employees shall fill out a travel expense report in LEO. Travel reimbursement shall be submitted no later than 30 days after travel concluded. This system is available under the "My Travel" tab. Training for this system is available online in LEO and will need to be completed by each traveler before an expense request may be filed³. Once the travel request is entered online, it must be printed, signed by the traveler and the Agency IT Liaison when conducting travel on behalf of an in-scope Agency, or the traveler's supervisor when conducted on behalf of OTS. The approved expense request is submitted along with the prior approved travel authorization, **and receipts** by messenger mail to OTS - IT Travel Administrator (1201 North Third Street, Suite 2-130, Baton Rouge, LA 70802). Once the request is audited and approved, reimbursement will be direct deposited into the employees account in approximately three business days. It is important to include

³ To complete the training, employees should click on the "My Training" tab in LEO and in the search box, type "travel". The course is labeled "LaGov-FI-Traveler Work Center".

all pre-paid items on the expense report. These will include any *hotel, airfare, and vehicle rental fees* paid utilizing OTS's CBA account⁴.

- **Sponsored Travel:**

Employees may only request reimbursement for travel expenses that they directly incur. All eligible travel-related expenses will be reimbursed by OTS to the employee. When applicable, OTS will pass these expenses on to the Agency being served by the sponsored travel arrangement. The Agency's accounting section may then seek reimbursement from any sponsoring third party when applicable. At no time should any OTS employee accept direct reimbursement from any third party for travel related expenses.

- **Travel Authorization Notes:**

1. YOU must Fill out a Travel Authorization form found on the OTS website (OTS TA Form: use link *above*).

On page 1:

- a. In the Agency field, select the agency you will be traveling on behalf of. If you are traveling for OTS leave it blank.
- b. Choose the appropriate cost center and reporting category/RCat that the travel will be charged to for your section. (Your supervisor, Dekaya Guillory or ARM will be able to assist with obtaining this information for you).
- c. Fill in the name of employee(s) traveling, titles and addresses.
- d. Fill out the purpose/reason for the trip.

On page 2:

- a. Continue to fill out the purpose/reason for the trip and add any exception requests with justification for the exception or most importantly fill out that a third party sponsor is reimbursing the traveler for all expense items and that no state funds are expected to be expended or indicate exactly what the sponsor will pay for and what the state will be expected to pay.
- b. Document all of the anticipated expenses (airfare, hotel, baggage, mileage to/from airport, meals, etc) in accordance with PPM49 guidelines.
- c. Attach published quotes for the itemized expense items (i.e. hotel rates, rental car fees, etc.), along with a copy of the meeting/conference agenda and any other related information to document the necessity of the travel.
- d. Check any special approvals required with a detailed explanation given in the provided area.
- e. Print out the completed Travel Authorization form and all supporting documentation (i.e.- the conference/meeting agenda, quotes, etc.) to present for appropriate approval and signatures.

TA Signatures:

- a. If traveling on behalf of OTS, the form should be signed by your immediate supervisor, then sent to OTS.travel@la.gov for review and additional approvals as required.
- b. If traveling on behalf of a customer agency, the form should be signed by the agency ARM (IT Liaison) and the Agency Secretary/Undersecretary, then sent to OTS.travel@la.gov for review and additional approvals as required.

- **Submitting a new Travel Expense in LEO Notes:**

In LEO fill out a travel expense reimbursement form. Be sure to accurately enter:

1. The begin and end travel dates & times at the beginning of the form (times constitute eligibility of meals)
2. The region to which you traveled
3. The odometer readings from your personal vehicle if claiming mileage (**not to exceed 99 miles** per round trip and/or your return to domicile).
4. Add as receipts any pre-paid items such as hotel or rented vehicles. There is a drop down item within receipts for pre-paid hotel, etc.

After you have entered all of your expenses:

1. Click the "Review and Send" button (on the top ribbon of the Travel screen)
2. Carefully review all amounts, Cost Center/Fund allocations (these should match your approved Travel Auth.)
3. Once you're satisfied all is correct, click "Save and Send for Approval". Note: This is only a status used by OFSS. It does not submit your expense request for reimbursement.

- 4. YOU must **Print, sign & date your expense** and have your supervisor sign & date the form before scanning and sending to ots.travel@la.gov or mailing/sending via inter-office mail to:

OTS Travel
1201 N Third Street Suite
2-130
Baton Rouge, LA 70802

**IT IS SUGGESTED THAT TRAVELERS FIRST EMAIL A DRAFT COPY to OTS.Travel@la.gov for preliminary review*

⁴ Employees will need to file a travel expense report in LEO for all reimbursable **and** all pre-paid travel.