Out of State Travel Reminders

☐ Notify OTS.Travel@LA.GOV 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. The “PURPOSE OF TRIP OR NECESSITY FOR TRAVEL” section must be completed. State name of conference or training, dates, location, and reason for attending.

☐ Submit the 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. Proof of conference registration may be required before airfare or lodging is purchased.

☐ Once OTS Travel has reviewed the Travel Authorization, have it signed by your Supervisor/ARM and/or agency appointed authority (with approved funding). 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. Proceed with booking your flight through www.shortstravel.com/la. (Please take into consideration when choosing your flight, as it is nonrefundable. Therefore, no changes can be made once the flight is purchased).
   2. If there is a designated hotel for the conference/ training, proceed with making the reservation there. Once the reservation is confirmed, forward the reservation confirmation information to OTS.Travel@LA.GOV and a credit card authorization will be obtained for the lodging).
   3. If there is no designated hotel for the conference/ training, then it is suggested that you use https://louisiana.hotelplanner.com/.

☐ 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.

☐ Once travel is completed:
   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.

Travelers must adhere to all OTS travel policy and procedures per OTS Internal Policies website.