



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](#).