Travel Authorization (TA) Instructions:

1.) The traveler (or supervisor assigning travel) must first fill out an [OTS Travel Authorization form](https://example.com) found on the [OTS website](https://example.com). (preferably 30+ days before travel)

(On page 1):

a. In the Agency Field, select the Agency you will be traveling on behalf of or OTS if traveling in support of an OTS Line of Service
b. Fill in today’s date for the Date of Request
c. List the Travel Begin and Travel End Dates. (include all days for which you will be on travel status; if flying this should equate to your flight dates)
d. Choose the appropriate [cost center](https://example.com) that identifies your OTS unit
e. Choose the appropriate [Reporting Category](https://example.com) / Fund that the travel will be charged to. Agency RCAT’s typically start with “D.” OTS Line of Service RCATS typically begin with “I” (or a number)

Note travel should never be coded to a “J” code as these are reserved for salary only.
f. Fill in the Official Domicile (city which you work)
g. Fill in the name of employee(s) traveling, titles and addresses
h. Fill out the purpose/reason for the travel. Continue on page 2 if necessary. If the trip is sponsored by a third party, note the details here and fill out the separate [Ethics 413 Form](https://example.com)
i. Document all of the anticipated expense estimates ([airfare](https://example.com), [hotel](https://example.com), baggage, mileage to/from airport, meals, registration, etc.) in accordance with [PPM49 guidelines](https://example.com)
j. Attach published quotes for the itemized expense items ([hotel rates](https://example.com), [rental car fees](https://example.com), etc.), along with a copy of the meeting/conference agenda and any other related information to document the necessity of travel or any invitations to events
k. If traveling on a weekend, using a vehicle rental, or a personal vehicle, then check the appropriate box under Special Approvals Required at the bottom of page 2
l. 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.
m. It is strongly suggested to send a draft TA to [ots.travel@la.gov](mailto:ots.travel@la.gov) for a preliminary review before getting signatures.

TA Signatures

a. If traveling on behalf of OTS, the form should be signed by your section head on the top of page 1, then sent to [ots.travel@la.gov](mailto:ots.travel@la.gov) for additional approvals as required.
b. If traveling on behalf of a scope agency, the TA should be signed on the top of page 1 by the OTS agency relationship manager (ARM/IT Liaison) and also the scope agency appointed authority (most likely the agency Secretary/Undersecretary) will need to sign page 1 as well. Note: If special approvals are required on page 2, the scope agency appointed authority must additionally sign the bottom of page 2 (this is required by state travel).