In 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, 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.

☐ Once OTS Travel has reviewed the Travel Authorization, have it signed by your Supervisor/ ARM and 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. 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).
  2. If there is no designated hotel for the conference/ training, then it is suggested that you use https://louisiana.hotelplanner.com/.
  3. Proof of conference registration may be required before flights and lodging are booked.

☐ 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*