

TRAVEL TIPS

1. Process Travel Authorization, if necessary, first. (VP's signature now required for academic areas)
2. Conference lodging—please review travel regulations at: <https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/>.
3. Request special approvals prior to travel taking place (i.e., rental car justification, 50% additional allowance on routine lodging, etc.)
4. Book all airline travel through Christopherson Business Travel ([portal link](#)).

All contracted airfares must be paid with the state's Corporate Travel Cards which is a Visa with Bank of America. Individuals may use any credit card for payment, but state card is preferred.

5. For Conference travel, a copy of the agenda with the hotel name must be supplied.
6. Original receipts must be provided.
7. For hotel receipt, be sure the receipt has a zero balance.
8. Must have receipts for taxi or shuttle to be reimbursed actual cost.
9. Turn in expense form with original receipts as soon as possible upon returning from trip to ensure timely reimbursement.
10. When required, cash advances will be issued within three (3) days prior to actual date of travel. Travel advances will be issued only for the following situations:
 1. To employees for student or group travel.
 2. To new employees who have not had time to apply for and receive a Bank of America card.
 3. To employees traveling for extended periods (31 or more consecutive days).
 4. To employees for registration fees for seminars, conferences, and conventions.
 5. For hotel deposits required, but only if your credit card bill with these charges has been received and is due before the trip.
 6. If for conference travel or out-of-state travel, a Travel Authorization must be completed and on file in the Controller's Office.

For all the details, please refer to the following web site:

<https://www.ulm.edu/controller/travel.html>