

The University of Louisiana at Monroe

TRAVEL PROCEDURES

1. These procedures are for In-State Conference Travel and all Out-of-State Travel.
2. The employee traveling should complete a Travel Authorization ([TA](#)) form prior to travel date(s).
3. Employees should have the appropriate budget unit approving agent approve the use of funds and this person will also be certifying that the funds are available.
4. Employees must have their Department Head (and Dean, Associate Dean or Director, if applicable) and Appropriate VP sign the TA in order for the travel to be approved.
5. If you have other employees traveling with you and they will not have any expenses, they may be listed on your TA form.
6. Each employee who will be requesting a reimbursement from ULM should complete a separate TA form. A separate form is not required, but they must be listed on either their own TA or someone they are traveling with.
7. A TA form should be completed even if the travel involves no reimbursable expenses.
8. Attach any additional forms, if necessary, such as approvals for vehicle rental or the 50% additional allowance for routine lodging.
9. Once your travel is approved, the employee may proceed with his/her travel arrangements. Remember to book any AIR travel through the State's approved Contracted Travel Agency.
10. Send the original approved TA to the Controller's Office (attention Mary East).
11. Once the travel is completed, please file a travel expense form within 30 days of the travel. Remember that original receipts must accompany the expense form. For more details and guidelines, please refer to PPM 49 – General State Travel Regulations at: <http://doa.louisiana.gov/osp/Travel/TravelOffice.htm>
12. All request for travel reimbursements must be received by the Travel Accountant at least a week before the check is issued. Request received on a Friday will have a check issued by the next Friday, but all the appropriate signatures and document (original receipts) must also be received in order for a reimbursement to be processed.
13. Any questions, please call Mary East in the Controller's Office at 5112.